

POSITION: Admissions Advisor
DEPARTMENT: Admissions
REPORTS TO: Director of Enrollment
LOCATION: 6800 Broadway, Suite 106, Denver, Colorado 80221

ORGANIZATION DESCRIPTION:

Up with People is a unique semester-long program that combines elements of International Education, Service Learning, and Performing Arts. Our vision is to inspire young people to make a difference in their world.

Up with People participants come from approximately 15-20 countries, and travel together around the world as an international cast, visiting a different community each week. Each week-long visit includes multiple community service projects, as well as educational tours, speakers, and lectures. At the end of each week, participants put on a two-hour musical show.

Up with People is a non-profit 501(c)(3) organization.

PRINCIPAL RESPONSIBILITIES:

The Admissions Advisor helps drive enrollment and retention of participants for the Up with People program. Admissions Advisors are the primary contacts for Up with People's applicants and parents. Applicants are assigned to Admissions Advisors based on their geographic location, and typically remain assigned to their advisor for the lifetime of their application. The Admissions Advisor is responsible to matriculate students into the program, using enrollment strategies and sales efforts to drive departmental goals.

The Admissions Advisor also supports administrative functions in the department, including scholarships and financial aid, tracking and reporting of participant status', database management, and other duties as assigned. This is a full-time, salaried position with full company benefits, and functions as an integral part of the Up with People Admissions team, which together is responsible for meeting worldwide admissions targets set for each semester.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Guides, coaches and counsels admitted participants in their planning and preparations for their Up with People experience.
- Assists admitted participants in achieving their fundraising goals and garnering community support for their participation in our program.
- Documents accurately all retention-related counseling communications (phone, email, Facebook, etc.) in Up with People database.
- Manages personal funnel of students from application to matriculation into program, meeting target goals as established with Director of Enrollment.
- Assist as needed to arrange, conduct and document phone/internet interviews worldwide.
- Occasional, limited travel as necessary to facilitate follow-up presentations and one-on-one meetings with accepted participants and parents from communities recently visited on the Up with People tour.

- Occasional participation as needed in study abroad booths, gap year fairs and other related activities as directed by department strategic recruiting plan.
- Support of administrative functions, including database management, funnel management, scholarship processes, and reporting.
- Participates in staff training, department meetings and office projects as needed.
- Other projects and duties as assigned.

REQUIRED SKILLS/EXPERIENCE:

- Two years experience in university or program admissions. Sales experience preferred.
- Strong self-starter, with time management and follow-through skills
- High energy, passion for international education, and a spirit of fun
- Experience with international cultures a must; direct overseas experience a plus.
- Exceptional verbal and written communications skills.
- Strong orientation to Up with People's target student audience and superior knowledge of the key motivators and decision making factors affecting this group.
- Capacity to passionately articulate the vision and the relevancy of Up with People.
- Proficient computer skills including knowledge of Microsoft Office and Salesforce.
- Proficiency in English required, additional language abilities strongly preferred.

To apply, submit cover letter, resume, and three professional references in PDF format to:
employment@upwithpeople.org.

Up with People is an Equal Opportunity Employer