

Up with People Road Staff Position Description



Title: Admissions Field Representative
Reports to: Director of Recruitment
Department: Admissions
Starting Date: January or July

Core Responsibilities:

The Admissions Field Representative is responsible for representing the Up with People brand in select markets as determined within company strategy. Primary responsibilities are to support the overall recruitment efforts for the Up with People participant program through presentations, events, and social media. This includes travel to various key markets in advance of cast arrival and/or independent from cast activities. The Admissions Field Representative is responsible for meeting assigned targets in all strategic responsibility areas, including number of leads, lead conversion rates, and overall participant matriculation.

Specialized Responsibilities:

- Act as a primary field recruiter within select target markets and increase overall participant matriculation rate.
- Set up, promote and execute informational events and recruiting opportunities in target markets not associated with cast tour activities (includes booking appointments, presenting the program, collecting leads, conducting interviews, collecting applications, and building relationships with key influencers)
- Develop partnerships with key educators, constituents, and influencers to create ongoing recruitment pipeline for the admissions funnel
- Assist with research and booking a solid recruiting schedule at high schools and colleges and places where youth gather in each target market
- Conduct high energy outreach presentations at various high schools, universities, clubs, and other targeted groups
- Gather leads, follow up and set appointments with interested prospective students and parents
- Conduct interviews and collect applications
- Follow up with prospective students to continue the admissions process
- Contact alumni and hold meetings when and where applicable
- Support recruitment strategies for cast tours as assigned; may include supporting cast recruitment staff and recruitment activities once they arrive in the city/region

Qualifications:

- Strong self starter, with time management and follow-through skills
- Ability to enthusiastically explain and promote the Up with People program
- Excellent interviewing and closing skills
- Excellent written, verbal and public speaking English skills
- Ability and self-assurance to work directly with educational administrators
- Experience in student recruitment and/or external sales preferred
- Experience in high intensity work environment
- Exhibit high ethical standards of conduct and confidentiality in dealing with various internal and external constituencies
- Ability and willingness to travel internationally
- Strong organizational skills
- Ability to maintain detailed notes on multiple projects and share accurately with various departments
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook
- Valid driver's license and clean driving record

Notes:

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- This position expects a minimum one year commitment.
- All Up with People road staff members are expected to have a valid driver's license and be willing to drive in all assigned regions.
- This position will typically stay with host families.
- This is a volunteer staff position. As a result no compensation is offered. You will receive a monthly per diem towards reimbursement of expenses.

Application Procedure:

To apply for this position, please send a resume or CV along with a cover letter to Employment@upwithpeople.org.

Up with People is an Equal Opportunity Employer.