



POSITION SPECIFICATIONS

Enrollment Specialist National Louis University - Tampa Campus, Florida October 2014

About National Louis University:

For more than 125 years, **National Louis University (NLU)** has offered a progressive and professional education that builds careers and strengthens communities. Today, NLU is considered one of the nation's most innovative institutions of higher education and is actively defining a bold new future focused on professional pathways and preparing leaders who can address tomorrow's challenges in the context of increasing global urbanization.

NLU is a private, non-profit, independent institution serving a diverse multicultural population of more than 8,000 students enrolled in two Colleges (CPSA and the National College of Education) with programs from the baccalaureate to the doctoral level, on five campuses in the Chicago metropolitan area as well as locations in Southern Wisconsin, Florida, and Poland. NLU has a highly diverse student body and a long tradition of serving urban, immigrant, and minority populations. Its programs are highly regarded for the quality of instruction, innovation, small classes, and flexibility that speaks to the needs of its largely adult-learner student population, most of whom study part-time while continuing their careers. To learn more: <http://www.nl.edu>

The Position:

The **Enrollment Specialist** is responsible for portfolio management within an assigned territory. This includes lead generation, lead conversion to application and registration, developing relationships, and partnerships with K-12 schools, businesses, community agencies, community colleges, and professional organizations within the territory.

The Enrollment Specialist is a critical member of the Florida Enrollment team and is responsible for providing comprehensive, quality and highly informed service to students, ensuring complete student satisfaction from inquiry through the enrollment process.

Essential Responsibilities:

- Actively generates new leads and recruits students using program information sessions, district-sponsored education fairs, new teacher orientations, and other district events, classroom presentations and outbound calls, successfully converting leads and generating further referrals.
- Handles prospects efficiently and professionally, effectively responding to any potential students' concerns, issues or inquiry and successfully qualifying students for various academic programs. Continuously meets and exceeds monthly goals and maintains a high level of enrollment. Manages a prospect after conducting a prequalification. Consults and coordinates communications with

internal University departments by gathering any necessary information needed to successfully guide prospects throughout the entire enrollment process.

- Develops relationships with influencers such as school district Professional Development leaders and school site principals or assistant principals, corporations, professional associations, vice-presidents, deans, associate deans, faculty and/or transfer coordinators in appropriate venues in order to secure prospective student inquiries. Proactively identifies new opportunities for growth within the assigned territory.
- Participates in events such as offsite information sessions, education fairs and school district events, community college table visits, offsite information sessions, fairs and networking events with the purpose of establishing lead generating contacts.

Qualifications:

The successful candidate will be able to evaluate the teacher education market, community college market and corporate working professionals market and make recommendations that will positively impact enrollment. He/she will possess the ability to self-direct efforts and be a results-driven individual. Additionally, the candidate will possess:

- Bachelor's degree with a minimum two years of related experience within an educational setting required.
- The capacity to be a self-starter.
- Demonstrable organizational and time management skills with ability to multi-task.
- Ability to achieve success individually and as part of a team in a fast-paced environment.
- Possesses excellent verbal, written, and presentation skills.
- Persistence combined with a positive attitude and approach to work and others including a self-motivating work style.
- Strong computer skills-with Microsoft Office.
- Ability to measure and track progress against goals.
- Ability to network and develop relationships in higher education communities.
- Ability to understand University programs and resulting career opportunities.

Procedure for Candidacy:

Confidential review of applications will begin immediately. Click the following to apply and submit your CV/resume. [Apply Now](#) Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4328909&portalID=5652>

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National Louis University is an Affirmative Action/Equal Access/Equal Opportunity Employer dedicated to the achievement of excellence and diversity among its students, faculty and staff. NLU is committed to fostering a diverse and inclusive community and strongly encourages all qualified individuals to apply.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education, healthcare and not-for-profit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including NY, NC, MI, CO and CA.