

Join the AFI team and Let's grow together

Student Enrollment Coach

Core Duties

Student Consultation and Support

- Conduct consultations with prospective students and parents to understand their educational goals and aspirations.
- Provide detailed information about our education products, including admission requirements and program details.
- Provide expert guidance on program selection, educational pathways, and funding sources.
- Guide students through the application process, assisting with the completion of required documentation.
- Ensure accuracy and completeness of application materials.
- Evaluate academic and professional backgrounds to determine eligibility.
- Work closely with students to facilitate the enrollment process, addressing any questions or concerns.
- Collaborate with internal teams to ensure a smooth transition from admission to enrollment.

Relationship Management

- Collaborate with Enrollment Mentors to ensure a smooth handover of qualified leads.
- Work closely with the marketing team to align sales strategies with promotional efforts.
- Build strong relationships with prospective students, providing ongoing support and communication.
- Represent the institution at events and outreach activities to attract potential students.

Data and Sales Target Management

- Manage and prioritize a sales pipeline to ensure timely and successful closure of deals.
- Utilize the Customer Relationship Management (CRM) system to track interactions and maintain accurate records.
- Meet and exceed admissions and enrollment targets set by the institution.
- Implement effective sales strategies to drive student interest and commitment.

Security

- Comply with the company's Written Information Security Policy, and all other company Information Security Policies and Procedures.
- Take responsibility for any company assets assigned to you.
- Promptly report any security events, incidents, or weaknesses to company Security.

Minimum Qualifications

- Bachelor's degree, preferably in marketing, communications, business, international relations, or related area
- 3–5 years of experience in sales
- Demonstrated success managing a full sales cycle, from lead generation to closing
- Mission driven, goal-oriented with a strong desire to achieve and exceed targets
- Adaptability to a dynamic and evolving educational landscape
- Expertise in utilizing creative problem-solving skills to overcome any obstacles while guiding potential students through the university admissions process
- Adept at working collaboratively with remote teams
- Enthusiastic about helping individuals achieve their educational goals
- Strategic-minded and self-motivated, with a strong drive for results
- Able to work under pressure
- Proficiency with relevant technologies, such as CRMs
- Excellent communication and presentation skills
- Exemplary customer service skills and ability to foster a customer service ethic within the work team

Preferred Qualifications

- Existing network and relationships within the U.S. education industry, with a strong working knowledge of key regional markets, programs and products, and U.S. higher education
- Salesforce experiences desirable

We offer a competitive salary , great benefits and the freedom to work remotely.

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