



Talent Management



TEAM OPPORTUNITY

Job Title: Admissions Advisor
Status: Part-time – 30 hours per week
Reports To: Workforce Program Manager
Pay Range: \$12 - \$15
Location: Houston, TX or Austin, TX

MEET edOpp

Our purpose is to change the way **organizations operate, people, work, and communities exist**. Everyday edOpp Solutions LLC commits to working with purpose. We partner with organizations seeking to attract, hire, train, certify, and retain a high-performing workforce. As the total solutions provider for businesses, nonprofits, government agencies, K-12, and higher education, our team brings over 30 years of industry and professional experience with proven results to impact **Workforce Development**.

We are making an impact on communities and employers by providing innovative solutions to meet their workforce development goals. Our curriculum provides Integrated Education and Training (IET) for students to secure industry-relevant certification, obtain or retain employment within an occupational area, and/or advance to higher levels of future education. We specialize in innovative, interactive, and intensive learning experiences that integrate adult education literacy with workforce training and preparation skills for in-demand or targeted occupations.

With quality services and sound business practices, we meet the industry standards to be certified as Women Business Enterprise (WBE), Minority Business Enterprise (MBE), and Historically Underutilized Business (HUB). Our credibility and strong reputation are affirmed as a Texas Workforce Commission (TWC) Eligible Training Provider, ACT© Career Solutions Provider, and through our National Partnerships and Employer Network with Industry Associations. Our vision is to become the world's premier company in learning for the workforce. To achieve this vision, our team must be passionate about serving the educational needs of people at all levels of the workforce.

THE TEAM

Play a vital role at edOpp as you demonstrate to our clients why edOpp possesses the capabilities to deliver transformational, results-driven online learning experiences for our clients in all industries. We are currently seeking an **Admission Advisor** that can effectively create a welcoming environment for students while managing the eligibility and program enrollment process.



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Discover Learning & Strategy at Work: www.edopplearning.com



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THE OPPORTUNITY

You: You're a motivator who knows how to communicate effectively with people from diverse backgrounds. You believe in the power of learning and training to help students explore the future they wish to create for themselves. You inspire commitments in individuals to help them move forward with eligibility and enrollment processes. Your talents must also lie in organizing, tracking, taking responsibility for the details, scheduling, planning, and proactively communicating to ensure we consistently achieve student enrollment program targets.

Your purpose: For 25 hours per week, we will count on you to fulfill information requests from prospective students, host informational sessions, maintain enrollment data, coordinate student schedules, and serve as the liaison between edOpp, students, and our client partners.

Your work:

- Professionally and efficiently manage daily inbound and outbound calls and emails from prospective students inquiring about edOpp workforce development programs
- Facilitate weekly workforce development program information sessions and new student orientations via web-based applications such as Zoom, Microsoft Teams, WebEx
- Provide each student with a scheduled one-on-one career interest and eligibility sessions
- Identify students' career goals and challenges and determine training goals and opportunities to meet the needs of students
- Assist in meeting or exceeding program student enrollment targets/goals
- Provide ongoing student support to ensure student progresses through the various stages of the process promptly
- Maintain student eligibility documentation and enrollment data ensuring confidentiality
- Conduct weekly check-in calls to identify student challenges potentially affecting student academic performance during their learning programs
- Manage weekly attendance across workforce development programs and submit weekly attendance reports to Workforce Program Manager
- Maintain student testing records, create reports and end of class certificates
- Create forms, surveys, questionnaires, and sign-in sheets using Word and Google Forms.
- Logs, scans, and inputs participant training records and evaluations using Excel, LMS, and CRM platforms.
- Serve as test proctor, assist with scheduling and proctoring student testing





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- Ability to work a hybrid schedule and collaborate with team members via phone, email, text, and virtual forms of communication
- Support culture change initiatives with multi-faceted solutions that drive individual, team, and organizational behaviors

General Duties:

At any time, all associates must work as a team to get the job done for the clients/community partners and students we serve. This translates to helping complete general office and function of the business duties such as:

- Maintains knowledge of testing schedule and serves as a proctor to administer computerized testing for learners, as needed
- Performs office administration and clerical duties such as filing, copying, faxing, preparing training workbooks, running errands for supplies, making travel arrangements, maintaining a professional workspace for the team
- Consistently coordinate ordering and distribution of training materials and office supplies (onsite)
- Schedule, organize and participate in team and client/community meetings/events
- Create and manage project plans/timelines to complete tasks within agreed-upon schedules
- Participate in ongoing training to develop instructional design and content development skills
- This job description is not intended to be all-inclusive; the employee will also perform other reasonably related business/job duties as assigned

EXPERIENCE

2-4 years of relevant experience in college/university student recruitment and/or admissions. Professional experience can also be in nonprofit/governmental social services, or customer service and sales.

EDUCATION

Associate or Bachelor's degree from a regionally accredited institution is required. Industry-recognized credentials can also be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CRM or LMS applications is a plus
- Tech-savvy, proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive
- Excellent time management and organizational skills





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- Outstanding verbal and written communication skills
- Excellent interpersonal and customer service skills
- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Eye for quality and consistency and strong attention to detail
- Ability to work with diverse, multi-disciplinary, and virtual/remote teams.
- Ability to maintain confidential information
- Ability to meet deadlines for classes, reports, and other required paperwork
- Ability to contribute and present innovative ideas for new processes and procedures
- Ability to maintain a flexible work schedule to meet the shifting priorities and demands including day, evening, and weekend availability
- Ability to excel in an ever-changing, dynamic, fast-paced work environment (no two days are the same)

PHYSICAL DEMANDS/WORKING CONDITIONS

This is a physically demanding position in a fast-paced environment that requires constant and repetitive movement of fingers, hands, and wrists. To be successful in this position, you must be able to:

- Must be willing to work a flexible schedule including day, evening, and/or weekend hours to accommodate for various class schedules
- Work in a sitting position for long periods (up to 6 hours) on a computer
- Ability to lift the phone, hold it, and listen to it for extended periods
- Constantly operates office activities working in a home-based worksite (e.g., filing, keyboarding, computer research, reading, writing). Such activities may also include the use of office equipment (e.g., telephone, computer, scanner, printer, desk, cloud storage).
- Frequently communicates with students who have inquiries related to their career training programs. Must be able to exchange accurate information in these situations.

WHAT'S IN IT FOR YOU?

At edOpp Solutions, we believe in supplementing your career through aligning purpose, people, processes, and performance. To do this, we strive to cultivate a positive culture that focuses on the well-being of our team. As a new member of our team, we offer our employees a culture that consists of loyalty and performance over experience. We





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invest in developing people through high-quality programs, effective coaching, and ongoing professional development.

When you choose to work at edOpp, you are part of our #TeamEdOpp. You will work alongside team members who set and reach ambitious goals every day, be excited to continue to grow with edOpp, and work relentlessly to transform people and organizations through learning.

It is the policy of edOpp Solutions to provide equal employment opportunities without regard to race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran's status.



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