

Job Posting

ADMISSIONS COORDINATOR ROYAL OAK AVEDA INSTITUTE

THE DEADLINE TO TURN IN YOUR RESUME FOR THIS POSITION IS
TUESDAY, FEBRUARY 21ST

The Admissions Coordinator is the face of the institute to prospective students and is responsible for recruiting students and aiding them through the admissions process.

RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- Conduct Career Planning Sessions/interview for prospective students to include the tour and second appointments
- Determine acceptance for prospective students
- Process admissions paperwork and payments for kits and registration fees
- Direct student housing inquiries to SMMJ
- Approve and sign enrollment letters
- Create and maintain accurate records in the Recruitment Database
 - Transfer Recruits to Students upon starting their program
 - Update student information after their Orientation to include demographic details and any additional information received by the student

QUALIFICATIONS

- Sales background preferred
- Cosmetology license/salon experience preferred
- High school diploma; advanced education such as an associate's or bachelor's degree a plus
- Strong verbal and written skills
- Extremely detailed oriented and organized
- Must be self driven with ability to multi task
- Charismatic with strong professional image
- Strong computer skills with emphasis in Microsoft Office
- Previous experience in an admissions capacity a plus
- Ability to work evenings and weekends as needed

**IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION PLEASE SUBMIT A RESUME AND COVER LETTER TO
JENNY PERZANOWSKI, HR COORDINATOR
JOBS@DOUGLASJ.COM | 517.853.6967 | CORPORATE OFFICE 225**