



Job Announcement

Martinsburg Institute is seeking candidates to work within the State of Massachusetts as an Admissions Representative.

Responsibilities:

The position entails meeting with Education Staff to provide updates on curriculum, student service and instructional support systems as well as updates on students regarding enrollment and completion. Attend education fairs and events to present educational options to service members and spouses. Work directly with students to ensure exceptional completion rates. Schedule and conduct briefings and meetings to present training options. Meet individually with prospective students to conduct student meetings and make program selections and complete enrollment paperwork.

Work Area:

Within the State of Massachusetts

Requirements:

Recruiting experience required
Presentation experience required
Bachelors Degree preferred

Position Available:

Immediately, Martinsburg Institute will work with candidates in transition.

To apply for the position please forward your resume to

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phone: 323-314-0666