



## Enrollment Specialist

### About AdvanceEDU

AdvanceEDU is a nonprofit organization revolutionizing opportunity in Colorado by offering an innovative higher education model aimed at closing equity gaps for low-income students. AdvanceEDU students earn an online degree from a high-quality, nonprofit, and accredited university collaborator. We prioritize degree programs that are affordable, self-paced, and career-relevant. Students also receive access to our warm and thriving co-learning community in downtown Denver, intensive success coaching, and exposure to career partners. This is higher education built with equity at the forefront.

AdvanceEDU is seeking our next Enrollment Specialist. The Enrollment Specialist position will be a part of the Marketing & Outreach team and will report directly to the Head of Marketing & Outreach. The Enrollment Specialist will have responsibility for managing and supporting all aspects of the admissions and enrollment processes, and leads the work. This person will work directly with prospective and incoming AdvanceEDU students, supporting them as they navigate AdvanceEDU's application and onboarding process. This role will be critical in setting up new AdvanceEDU-supported learners for success.

This is not a remote work position. It is a hybrid position with the expectation to be in-person at events in the office. This usually requires the individual to be in the AdvanceEDU RiNO office in Denver two days a week from 9 a.m. - 4 p.m., MT. Other recruitment event support may be needed, as assigned.

### **Responsibilities**

- Manage the lead-to-enrollment process for prospective AdvanceEDU students;
- Conduct and document outreach to prospective and incoming students via phone, text, and/or email and field incoming questions and requests for support;
- Provide personalized and accurate enrollment advice to prospective students and their families;
- Develop expertise in the admissions and enrollment processes for our college collaborators (currently Colorado State University Global);
- Work with the Outreach team on strategic projects like creating new resources (how-to videos, one-pagers) to better support prospective students;
- As needed, represent AdvanceEDU to a broad range of constituents at community events. This may include virtual or in-person presentations. Some evening and/or weekend work will be needed to participate in recruitment events;
- Other duties as assigned during this highly-fluid creation stage; the needs of students will be our North Star

## **Key Competencies**

- Passionate about student achievement, community engagement, and closing Colorado's attainment gap. This person will have a deep commitment to diversity, equity, and inclusion
- Attention to detail and digitally competent (Salesforce and Google Suite experience is a plus)
- Strong customer service orientation for students
- Flexible knowing we are in a period of rapid growth, and collaborative with strong communications skills
- Self-driven and able to complete all projects in a timely manner; a mindset of continuous learning and a desire to always improve

## **What You Need**

- Candidates with at least 1-3 years of experience with higher education student recruitment highly preferred
- Professional experience engaging/supporting diverse and low-income communities
- Experience working inside or influencing K-12 or higher education systems
- On an as-needed basis, work outside the normal business hours for recruitment events.

## **Compensation and Benefits**

The salary range for this position is \$55,000-60,000.

Benefits include:

- Company-sponsored health, dental, vision and life insurance
- 401k with 4% employer match
- Unlimited vacation and sick leave

## **Deadlines**

This position will remain open until filled.

## **Application process**

Please complete [this form](#) to submit your application.

AdvanceEDU is an equal employment opportunity employer. All applicants will receive consideration for employment without regard to age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity, marital status, citizenship, or any other status protected by applicable federal, state or local law.