



FIRST COLLEGE

KELOWNA CAMPUS

532 Leon Ave, Second Floor

Kelowna, BC V1Y 6J6

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Enrollment Advisor (Remote)

Position Summary

First College is a Community College located in Kelowna, British Columbia. The College is Certified and Designated by the Private Training Institutions Branch (PTIB) branch of the BC government Ministry of Advanced Education.

Would you like to have a second job when you have free time? First College is looking for dynamic individuals to take as an Enrollment Advisor – Remote.

Job Responsibility

1. Promote First College's faculties and programs in the local community;
2. Schedule appointments (campus tour) with on-campus admission advisors & follow up with perspective students;
3. Assist students in overcoming obstacles and help them in the enrollment process by helping students fill out the enrollment application and collect the related admission file.

Qualification

1. Work experience in customer service, marketing or relevant occupation;
2. Excellent public speaking skills;
3. Well-developed interpersonal, written and oral communication skills;
4. Ability to work independently.

TO APPLY:

Please submit your resume and cover letter to hr@firstcollege.ca. Every application will be acknowledged, but only shortlisted candidates will be contacted for an interview.