

## Admissions Representative-Work Remote

## Job Description:

Perform a variety of recruitment activities which include one-on-one sales, group presentations, community outreach, social networking and general networking within the military community.  Admissions Representatives provide information about [programs of study](http://www.linkedin.com/jobs?viewJob=&jobId=4159315&srchIndex=0&trk=njsrch_hits&goback=%2Efjs_Martinsburg_*1_*1_I_us_*1_50_1_R_true_*2_*2_*2_*2_*2_*2_*2_*2_*2) available at Martinsburg College and identify appropriate applicants for enrollment.  This is a home office based position and applicants must have an appropriate, quiet workspace within their homes.  Must be available to work some weekends & evenings and have a car with insurance.  This is a flexible hours’ position however it requires a full-time work schedule (40 hours per week).  Requires both time in the field making presentations and developing relationships in addition to Internet recruitment activities & follow-up.  While there are no geographic requirements for this position, it is helpful to be close to a military installation.

## Desired Skills & Experience

* Previous sales and/or military recruiter experience preferred.

Must be comfortable networking and developing social networks, both in person and via the Internet.

Requires strong personal presentation skills and Internet social networking competence.  Strong organizational and follow-up skills are also necessary.

Knowledge of social networking and an Internet presence is helpful.

We welcome applications/resumes from former military recruiters and military spouses.

Clean driver’s license, car and insurance required.

## Company Description

Martinsburg College provides performance oriented, skills-based educational programs, at both [certificate](http://www.linkedin.com/jobs?viewJob=&jobId=4159315&srchIndex=0&trk=njsrch_hits&goback=%2Efjs_Martinsburg_*1_*1_I_us_*1_50_1_R_true_*2_*2_*2_*2_*2_*2_*2_*2_*2) and Associate-degree levels, for adults seeking to achieve improved levels of proficiency in a broad range of disciplines. Our history of providing quality education to adults dates back to 1980 when the first training center was opened in New York and has been based in Martinsburg, WV since 2006.  All of Martinsburg College’s programs utilize distance education delivery.  The quality of our programs and our considerable experience in supporting adult learners in non-traditional educational delivery has resulted in consistently high student completion and student satisfaction rates.

Resumes should be e-mailed : [zlasky@martinsburgcollege.edu](mailto:zlasky@martinsburgcollege.edu) Zane’s phone: 323-314-0666