## Admissions Representative-

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## Job Description:

Perform a variety of recruitment activities which include one-on-one recruitment, social networking, group presentations, community outreach, 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 position requires a full-time work schedule (40 hours per week).  Requires both time in the field making presentations and developing relationships in addition to Social Networking recruitment activities & follow-up.  It is a requirement to be on or near the military installation you will service and must have 2 years of ability to work at that location.

## Desired Skills & Experience

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

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.

Previous recruitment experience preferred.

Send resume with salary history to: zlasky@martinsburgcollege.edu

## 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.