



INTERNATIONAL ADMISSIONS REPRESENTATIVE

ESL Academy

International admissions representatives will initiate and respond to phone and web generated inquiries from prospective and currently enrolled students, talk to them about their goals and guide them through the international student enrollment process.

Essential Job Duties and Responsibilities:

- Recruit students from different geographic regions.
- Interview and process new and current students.
- Register and enroll international students.
- Apply federal regulations pertaining to the advising on immigration issues.
- Follow-up with other schools regarding transfer students. Process school transfers.
- Provide students with appropriate documentation such as employment authorizations, letters, etc.
- Maintain international applicant, student files, records, and enter student information into the CSI's administrative system.
- Perform other duties as assigned by the campus manager.
- Guide prospective, new and continuing international students on admission requirements, student visa process, maintaining F-1 status, work authorization and other related topics.

Qualifications:

- High school diploma required.
- Ability to learn and apply new skills to the job.
- Ability to communicate well orally and in writing.
- Excellent interpersonal skills.
- Computer skills required. Knowledge of Microsoft Office applications is a must.
- Knowledge in F-1 visa and SEVIS regulations preferred, but not required.
- Previous admissions experience is a plus.
- Must be bilingual.

Compensation:

- \$27,000 – 30,000/full-time. Subject to experience and level of education.