



Oulton College, established in 1956, is a leader in post-secondary education in Atlantic Canada, driven by its commitment to student success. We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology. If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Oulton College is the first private college to become Degree granting in the province.

Oulton College is undergoing a massive growth phase and is poised to grow substantially over the next few years.

If you are a self-starter who is passionate about helping people to become successful and also have the desire to inspire others to fulfill their dreams of doing more than the ordinary in life, this position may be for you!

- Oulton College is seeking a person who will provide caring guidance to people exploring the possibility of a rewarding career.
- You must have exceptional customer service and sales skills, the ability to connect with people, the desire for a challenge, a passion to learn and grow every day and a can-do attitude.
- You must be a team player and be passionate about initial and continued training.
- You must strive for achieving excellence.
- The successful candidate will be part of a team of people who are passionate about helping and inspiring people to take action on their dreams.
- Our philosophy as a school is about being present, making a person's day, having fun and changing lives one conversation and one connection at a time, while providing the highest level of service possible.

Job Description

- Handle both incoming and outgoing calls, texts and emails to prospective students

- Responsible for giving highly effective and inspirational presentations and tours in person and using Zoom
- Follow up with prospective students, nurturing them and enrolling them at Oulton College
- Utilize a CRM to update all client connections and follow-ups
- Enjoy having fun daily

Knowledge, Skills & Traits

- Excellent customer service skills, including authentic and sincere communication
- Effective sales skills and ability to connect with people
- Exceptional voice and personality
- Open to continuous training, personal growth and development
- Comfortable with communicating via live and recorded video or be open to receive training to become effective with video communication
- Willing to practice and role-play daily
- Knowledge/Passion for achieving excellence
- Willing to work with a proven process for optimal success
- Confident self-starter
- Flexible and willing to advance skills to meet the demands of the job and the market changes
- Oriented to working within a team
- Ability to prioritize and multi-task
- Solid computer skills (word processing, spreadsheets, PowerPoint, Zoom, email and database)

Salary

Full-time starting at \$50,000 - \$60,000 depending on experience, with exceptional opportunity for growth based upon meeting and exceeding admissions sales goals.

Job Type

Full-time, on-campus in Moncton or virtual option.

To apply: Send your resumes to careers@oulttoncollege.com