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# Example of Campus Representative Job Description

Our company is hiring for a campus representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for campus representative

* Assist customers in paying or disputing citations and modifying or updating account information
* Enter all call data/information into the tracking system accurately, and maintain an accurate and up-to-date database of calls and calling activities
* Communicate with co-workers and managers to remain up-to-date on any parking system information that may need to be relayed to customers
* Meets identified enrollment goals to include inquiry to applicant, applicant to admitted and admitted to enrolled yield goals which directly relate to tuition revenue generation and impact the financial health of the university
* Schedule, promote and lead individual and group information meetings for assigned degree programs for prospective students in order to answer questions, accept applications for admission, and secure student commitments to start a program in a selected term
* Provides basic financial aid information to prospective students and connects them with the proper SFS staff member
* Provides input for university marketing efforts for degree programs that is based on current trends and forecasted changes in higher education
* Prepares and maintains weekly inquiry and applicant reports
* Regular evening and occasional weekend hours are required
* Performs other duties as assigned by the executive director, director and/or associate/assistant director

## Qualifications for campus representative

* Must have basic computer skills and daily access to a computer/smart phone or tablet
* Bachelor’s degree in marketing, business, health care, public relations, journalism or related field preferred
* One (1) year of selling experience
* Two - Three years of professional experience working with people in a customer service and/or recruiting/sales environment
* Excellent oral and written communication skills, computer skills in word processing and data entry
* Action and results oriented, self-starter, self-directed and self-motivated with an entrepreneurial quality