Downloaded from <https://www.velvetjobs.com/job-descriptions/campus-representative>

# Example of Campus Representative Job Description

Our company is growing rapidly and is looking to fill the role of campus representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for campus representative

* Be a Subject Matter Expert as a resource for students and their families, providing information on the College and all our programs
* Manage the entire enrollment process to include coordination with other internal departments
* Meet goals
* Generate referrals by building rapport and consistent follow up
* May be required to work one Saturday commencement event (Winter or Spring) a calendar year
* Performs other duties as assigned by the executive director, director and/or associate director
* Expand transferable sales skills and product knowledge
* Receive internal transfers and make outbound calls to interview and recruit new students for enrollment
* Act as a consultative resource and provide student with information on the college and all our programs
* Meet specific enrollment goals

## Qualifications for campus representative

* Communicates and documents need for repairs of equipment
* Participates in activities relating to physical inventory counts and valuation
* Previous hospital or ambulatory care experience preferred
* Basic Life Support (BLS) is required and must be obtained within 60 days of employment
* Build and retain a world class team focused on delivering according to business objectives
* Deliver information on programs, promotions and products via phone, email, fax