



# Example of Outreach Representative Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of outreach representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for outreach representative

- Assist students by phone and email
- Scribe and route telephone messages using computerized system
- Schedule various types of appointments using computerized system
- Conduct call campaigns
- General clerical work and operation of associated equipment to include but not be limited to filing, sorting, routing, scanning, faxing, copying and laminating
- Training and certification may be required by particular departments and will be provided
- Provides information and assistance in the design and implementation of marketing plan(s) to increase referrals to the organization
- Designs and implements overall communication programs
- Builds and maintains customer-focused relationships with physicians and other healthcare professionals
- Meets with key stakeholders in key marketing areas such as cardiology, neurology, trauma

## Qualifications for outreach representative

- Must be culturally sensitive and have excellent interpersonal, communication, and customer service skills
- Must maintain and respect confidential nature of information by complying with FERPA guidelines
- Previous office support experience preferred

- Fiscal – prefer accounting or business students but students with any background in accounting or clerical work helpful
- If working in Financial Aid office, must be able to commit to 2 semesters in FA office