



Job Description

Admissions Counselor

Reports To: Director, Admissions
Status: Full time, Non-exempt, Salaried
Location: Landover, MD
Hours: This position requires the flexibility to work evening and weekend hours

About 2tor

2tor is changing the way great students and great universities think about online higher education. Founded by a unique team of education veterans, 2tor Inc. is a private company that partners with preeminent institutions of higher education to deliver rigorous, selective degree programs online.

We supply universities with the tools, expertise, and global recruiting needed to compete in a space currently dominated by unexceptional programs. 2tor develops state-of-the-art technology platforms that enhance traditional offline curricula, while also providing key logistical components, including comprehensive student support services from enrollment through graduation. To learn more about 2tor please visit, www.2tor.com.

Responsibilities

Recruiting students for our programs requires a consultative, customer focused attitude, an ability to meet challenges head-on and a passion for changing lives through education.

Key responsibilities for this position include:

- Must conduct a high quantity of prospect phone contacts to web generated inquiries to secure weekly standard appointment
- Communicate approved sales presentations to promote programs to prospective students solely over the telephone
- Determine appropriateness of candidates for admission based on admission requirements and career goal compatibility
- E-mailing correspondence to prospective students to follow up with their intent to complete an application
- Conducting vigorous follow-up activity with prospective students to ensure they are able to successfully complete the admissions and enrollment process
- Closely assist and mentor students through the admissions process

Key Attributes

- Exceptional communication and interpersonal skills with the ability to establish rapport with customer base
- Ability to focus on specific quantifiable goals and deliver goals on a consistent basis



- Ability to prioritize and multi-task responsibilities at all times
- Strong closing and follow-up skills
- Ability to work with a diverse team in a fast-paced, entrepreneurial environment
- Enthusiasm and the ability to thrive in an atmosphere of constant change

Education and Professional Experience

- Bachelor's degree strongly preferred
- 2 - 3 years inside sales experience, educational recruitment, admissions or consultative sales
- College degree in marketing, business, education or related area preferred or a minimum of 2 years direct sales experience in admissions, recruiting or other intangible sales
- Telephone appointment setting and keeping with proven ability to close a plus

At 2tor, we value the time and efforts of our employees. We work to maintain a professional, casual and fun environment. We offer a competitive salary (which includes a bonus plan). Additionally, we provide comprehensive benefit coverage including group medical, dental and vision coverage, flexible spending options and 401(k). 2tor employees also enjoy the ability to wear jeans to work every day!

How to Apply

To apply for this position please email your resume to careers@2tor.com and be sure to indicate which position you are applying for.

Note: The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

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