

Enrollment Counselor, Domestic

The Position

As an education counselor with the admissions team, you will be part of the launch and growth of the Asian Institute of Hospitality Management (AIHM) in Academic Association with Les Roches.

This role includes building enrollment of the AIHM university and our bachelor degree program. This will be done through school visits, presentations, participation in education fairs, and discussions with school counselors, parents, and students throughout Thailand and AEC.

In addition, role includes communications through digital platforms, telephone and activities in our Bangkok and Pattaya campuses (requiring tours, coordination with academic team, and completion of enrollment applications). Organizing and inviting potential students to visit campus including admission & workshop activities. Note: must own personal vehicle and be able to work and travel on weekend a few days per month.

Job Description

- Recruit students by visiting high schools; attending university & education fair and other promotional opportunities.
- Able to work on targeted school accounts for Domestic & international School in Thailand
- Arranging campus tours and conduction information session with best hospitality services with students & parents.
- Utilize phone, email and social networks to communicate with prospective students in timely manner, providing superior student service.
- Able to follow up-generate number of applications and follow-up student for payment and enrollment.
- Consistency conduct follow-up meeting, monthly at minimum, with all application to ensure successful matriculation.
- Processing and support students on admission process paperwork; interviewing applications; conducting follow-up process such as letter writing, student credit transfers, G.e.d. & IGCSE.
- Developing relationship with guidance school counselor, Agent representative.
- Collaborate with the program coordinator to organize presentation, events, credit transfer or any related activities and assist other personnel and departments with data collection and problem solving.
- Prepare and present report, accurately forecast projected new students on a periodic basic to Admission Director.
- Ability to work independently and team work support.
- Develops a network of current student to support all necessary required

Skills & Qualifications

- Passion for education and helping people achieve their goals
- Ability to establish relationships over phone, text and email

- Experience with Salesforce or a similar CRM
- Recruiting, Management, sales and customer service in knowledge of higher education required
- Must be able to demonstrate excellent written and oral communication skills
- Well-developed presentation skills are required
- Goal oriented and motivated with superior customer service and networking skills
- Professional attire and personal presentation required daily
- To be able to work travel oversea
- To be able on weekend when required
- Reliability and confidentiality

Essential requirement

- Must own driver license and personal vehicle
- Already residential in Thailand, Bangkok preferable