**Enrollment Support Advisor**

**Job Type:** Full-time

**Primary Objective:**Enrollment advisors will assist and advise prospective students, guiding them through the process of enrollment for the college. They explain the admissions process, review entrance requirements, and provide information about financial aid resources that might be available.

**Requirements:**Associate degree preferably in accounting. May substitute degree with experience assisting with money or accounting processes. Must possess the ability to speak clearly and distinctly in a grammatically correct manner.

**Summary:**Alaska Career College, an accredited post-secondary institution with over 35 years of experience educating and training Alaska’s workforce, is recruiting for a full-time position(s) for Enrollment Support Advisor.

**Responsibilities & Duties:**

* Advise and collect required documents for accuracy and content, while maintaining strict FERPA compliance.
* Adhere to strict confidentiality regarding student information in accordance with federal FERPA standards.
* Use high levels of interpersonal and communication skills to effectively build relationships and recruit new students in their educational journey.
* Develop and streamline operations of the enrollment counselors to facilitate smoother day to day operations allowing better student experiences and support.
* Interprets and responds to student inquiries regarding admissions and registration and general college policies and procedures.
* Gathers information from students in order to understand and evaluate individual circumstances; interprets relevant policies, procedures and guidelines to determine best course of action. Refers student to appropriate department for further assistance as necessary.
* Acts as a professional role model for students in appearance and conduct both on and off campus.
* Maintains professional boundaries with students and complies with Alaska Career College fraternization policy.

**Skills and Qualifications:**

* Excellent customer service and communication skills

**Experience:**

* Accounting or Finance: 2 years (Preferred)

**Benefits:**

* Dental insurance
* Vision insurance
* Paid time off
* In person

**Education:**

* High school or equivalent (Preferred)