

Admissions Advisor

Admissions Management Department

Zamorano University

www.zamorano.edu

Roles and Responsibilities

- Oversee and execute the complete admissions process for the assigned academic programs. This includes recruiting prospective students through phone calls, providing personalized admissions counseling, and guiding candidates throughout the application platform until full enrollment in the admitted course, diploma, or program.
- Ensure achievement of both quantitative and qualitative goals — reaching the required number of enrolled students in the assigned country(ies) while maintaining high standards for applicant profiles and the quality of consultative advising provided.
- Provide financial advising to applicants and follow up to ensure timely payment of tuition and enrollment fees.
- Actively report daily progress and outcomes based on the required sales KPIs.
- Prospect, research, and collaborate effectively within the admissions team while maintaining consistent and efficient use of the CRM system.
- Guarantee prompt responses and deliver an excellent, student-centered advisory experience throughout the admissions journey.

Qualifications

- Bachelor's degree in business management, Marketing, International Relations, Psychology, or a related field.
- Minimum of 2 years of professional experience in a similar role.

Required Skills and Experience

- Admissions process expertise: Familiarity with various admissions procedures, including application review, interview techniques, and enrollment management strategies.
- Strong problem-solving abilities.
- Proficiency in Microsoft Office Suite.
- Fluent English: demonstrates full professional proficiency—able to understand virtually everything heard or read, and express ideas spontaneously, fluently, and precisely, even in complex contexts.

Core Competencies

- Commitment
- Quality orientation
- Innovation
- Integrity
- Service mindset
- Emotional intelligence
- Planning and organization
- Proactivity
- Effective communication

How to Apply

Interested candidates should submit a cover letter, an updated resume in Word or PDF format, and contact information for at least three (3) professional references, including phone numbers and email addresses. Send all documents to: talentohumano@zamorano.edu

Subject line: **Admissions Advisor**

Application deadline: **October 15, 2025**

Non-discrimination Policy

Zamorano University is committed to a policy of non-discrimination and does not discriminate based on ethnicity, race, gender, or nationality in any aspect of its academic, admissions, financial aid, extracurricular, or employment programs.