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# **Position Description - Future Student Advisor**

**Position Title:** Future Student Advisor

**Organisation Unit:** CHC

**Type of Employment:** 3 days Part-Time

**Classification:** Marketing and Student Recruitment Department

**Remuneration:** Salary to be negotiated based on experience

**Further Information:**

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**About the role**

Reporting to the Student Recruitment and Marketing Manager, and part of the Marketing team, the Future Student Advisor is a front facing position which represents CHC to external stakeholders and potential students. This includes visiting schools, career expos, churches, and international education agents.

As a Future Student Advisor, you hold prospective students’ learning futures in your hands. You will engage with prospective students in person, over the phone and online to understand their future aspirations and help guide them into the best courses and study pathways to suit their education needs.

This is a respected position at CHC and specifically for the ambitious professional who is ready to take a pivotal step into their sales career. You will be mentored and guided by our caring team within a faith-led environment to achieve goals and the mission of CHC.

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**About you**

# You are motivated and passionate about sales and presenting. You will enjoy taking ownership of your work to achieve results using customer relationship management tools. You will be a strong communicator, who loves to achieve and report on your results. Willing to travel and a desire to work for a Christian not-for-profit seeking to make a big difference to future generations.

# + Proven experience in sales roles B2C or B2B, ideally both.

# + Demonstrated experience and understanding of sales strategies in higher education or philanthropic organisations.

# + Experience at exhibitions or similar customer engagement

# + Strong administrative and communication skills.

# + Proven ability to report and use a database.

# + Positive, can-do personality, relatable abilities to interact with a diverse range of people.

# + Good time management and organisation skills with autonomy.

# + Hold a current driver’s licence and vehicle (reimbursement of kilometres).

# + Personal Christian faith and active involvement with local church.

# **Duties include:**

# **+** Act as the “one stop shop” to ensure the timely progression of student leads through phone calls, email, EDM and visitation (inbound and outbound);

# + Plan, manage and host virtual and campus open nights with the Marketing team as the face of CHC for potential students.

# + Work with course coordinators, admissions and faculty to ensure nurture to progress prospective student enquiries.

# + Provide timely reporting of prospective students to Marketing Manager and CHC Executive.

# + Ensure the accuracy and completeness of prospective student data collected in CRM.

# + Represent CHC at external student recruitment events, including major public expos (some on weekends and evenings), school career events, school class and cohort visits, church visits and university showcases.

# + Source new opportunities for engagement

# + Collate and maintain databases of CHC stakeholders – school Principals and senior leaders, career officers, Teachers, Pastors, Counsellors, Chaplains, and community workers – and build relationships with them as influencers and referrers of prospective students.

# + Generate opportunities to speak to school students, young adults at churches and international students.

# **In return, we will provide you with**

# + Tuition subsidy for course study

# + Vibrant Christian culture – a role with a kingdom purpose

# + Free on-site parking

# + Flexible work options

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# **About us**

# CHC was established in 1986 by the Christian Outreach Centre, now known as International Network of Churches (INC), as a result of its vision for higher education in Australia. From small beginnings, CHC has gained recognition as a provider of standing in the Australian higher education sector.

# CHC is a distinctively Christian Institute of Higher Education focused on the holistic development of students, practical learning, high student support, and fostering a vibrant student community. CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Social Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. Graduates of CHC courses can be found in many countries throughout the world. CHC is a place where lives are transformed, and people are equipped to make a difference to the world around them. Our campus is located in SE Brisbane.

The CHC Marketing and Student Recruitment department is a small team that works in a collaborative and flexible way to achieve great marketing outcomes.

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## **Workplace Health and Safety**

All employees have an obligation to comply with CHC’s workplace health and safety policies, procedures and instructions to ensure a safe workplace.

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**Equal Opportunity**

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

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**Staff Development**

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.