

*Admissions Specialist  
Galen College of Nursing*

Galen College of Nursing is currently seeking a full-time Admissions Specialist. The Admissions Specialist serves as the initial point of phone or web chat contact for prospective students and follows them through the admissions process. The Specialist also is responsible for tracking potential leads and assists with scheduling appointments for the Admissions Department.

Galen College of Nursing, one of the largest private nursing colleges in the United States, is an innovative higher learning institution dedicated to nursing education. Based in Louisville, Ky., with campuses in Cincinnati, San Antonio and Tampa Bay, Galen is committed to ensuring institutional quality, providing a collaborative environment and facilitating student success. Galen's Board of Directors includes nationally recognized leaders in nursing and education and the college is headed by a strong, progressive leadership team.

**Major responsibilities include:**

- Answer phone calls from potential students about needed information and to schedule appointments.
- Make outbound calls and/or send e-mails in response to electronic inquiries from prospective students.
- Follow-up with prospective students who miss appointments.
- Web chat with prospective students.
- Follow-up with prospective students throughout the admissions process.
- Use CampusVue to monitor new and prospective students.

**Position requirements:**

- Bachelor's degree in business management or a related field is preferred. Prior work experience in recruiting or sales may be considered in lieu of bachelor's degree.
- Minimum two-years of experience in business or education setting.
- High energy with an ability to work in a fast-paced environment.
- Strong customer service skills with a focus on people.
- Excellent written and verbal communication skills with high attention to detail.
- Proficiency in Microsoft Office. Working knowledge of CampusVue is a plus.
- Willingness to occasionally travel to other Galen campus sites (Cincinnati, San Antonio and Tampa Bay), as needed
- Ability to work flexible hours including weekend and evenings.

Qualified applicants should submit a cover letter and resume to [hr@galencollege.edu](mailto:hr@galencollege.edu) or (877) 737-9763 (fax).

To learn more about Galen College of Nursing visit [GalenCollege.edu](http://GalenCollege.edu).

Galen College of Nursing is an equal opportunity employer; encouraging a diverse workforce.