



Lioncrest

Job Posting: Admission Counselor

Role Description	Admissions counselors work collaboratively with the admissions office to review incoming applications, verify applicant information and materials, and provide assistance in making final approvals for school admission. This role may require counselors to contact applicants to solve issues with applications, such as missing or inaccurate information, and may require a significant amount of research and extended hours during different parts of the year.
Preferred	Sales Experience Computer knowledge Google Suite Experience MS office Experience
Requirement	Spoken English Bachelors Degree

Job Types: Full-time, Contract

Salary & Bonus: 20,000 + Bonus

Send resume and cover letter to info@lioncrestlearning.com