



ADMINISTRATIVE ASSISTANT, TRAINING AND BUSINESS DEVELOPMENT	
Department:	Business Development
Reports To:	Senior VP Business Development
Classification:	Full Time
Role Overview:	
<p>Provide administrative support to the Business Development Division including sales and marketing initiatives, training new staff, maintaining a group of student and prospect relationships, reporting and recordkeeping and other duties as assigned.</p>	
Essential Functions:	
Knowledge Updating	<ul style="list-style-type: none"> • Know products, pricing, promotions and events • Know sales entry, refund, support and reporting procedures • Know internal client management system (KBOBE) • Know virtual campus • Know industry sectors, Touchpoint procedures, lists and scripts
Training	<ul style="list-style-type: none"> • Train new receptionists to ensure WOW delivery and support procedures • Train new Educational Consultants • Establish Model Day and Model Week procedures
Administrative Support	<ul style="list-style-type: none"> • Support the Sr. VP Business Development and the department <ul style="list-style-type: none"> ○ Research, ○ Reporting, ○ Sales and marketing initiatives, ○ Business development programs ○ Meeting departmental objectives ○ Preparation for meetings and events • Review policies and procedures and make recommendations for improvement • Oversight of inventory on the department
Student Services	<ul style="list-style-type: none"> • Manage relationships and achieve sales objectives for a select group of students and prospects • Educational Consultations <ul style="list-style-type: none"> ○ Student Needs Assessment



	<ul style="list-style-type: none">○ Prerequisites○ Program Structure● Registrations, orientations, ongoing student support
Other	<ul style="list-style-type: none">● Meet weekly with SR VP Business Development and Registrar/Supervisor Business Development to discuss weekly plan● Fill in as required during staff absences● Call outstanding student collections● Other duties as assigned
Education, Experience and Skill Sets Required:	
<ul style="list-style-type: none">● Post-secondary education preferred● Prior administrative assistant experience an asset● Keyboard speed at least 60 wpm● Demonstrate proficiency in MS Office● Excellent written and verbal communication skills● Extremely well-organized with ability to take initiative● Respect individuals, the organization and can work in teams as well as autonomously.● Integrity, confidentiality and reliability● Fun to work with	