



## WE'RE GROWING. . .PLEASE JOIN US!

Knowledge Bureau is a national post-secondary educational institute and publisher focused on excellence in financial education. Our mission is to provide professionals and their clients the knowledge and skills to make sound financial decisions in our world class virtual campus.

Our school is growing and we are looking for highly engaged, enthusiastic and committed individuals who wish to make an impact in helping tax and financial advisors with their continuing professional development so they can sharpen skills and improve services from coast to coast.

Email CV to Al Gordon, Director of Operations by **February 6, 2014**: [al@knowledgebureau.com](mailto:al@knowledgebureau.com).

<b>Position Title:</b>	<b>Assistant Registrar</b>
<b>Department:</b>	<b>Sales</b>
<b>Reports To:</b>	<b>Registrar</b>
<b>Role Description:</b>	
Provide educational consulting to professionals in the tax, bookkeeping and accounting industries leading to course enrolments and Distinguished Financial Advisor designation programs; as well as those in the insurance, mutual fund, and financial services looking for Continuing Education credits and Master Financial Advisor designations.	

### RESPONSIBILITIES:

	Description
Prospecting	<ul style="list-style-type: none"> <li>• Developing prospecting lists</li> <li>• Development of in person presentations</li> <li>• Contact Planning: phone, email, mail, social media</li> <li>• Relationship management leading to student enrolments</li> </ul>
Registration	<ul style="list-style-type: none"> <li>• In person, telephone, fax registrations</li> <li>• Online registrations <ul style="list-style-type: none"> <li>○ Monitor systems and keep up to date</li> <li>○ Recommendations for efficiency, productivity</li> <li>○ Work with colleagues (internal and external)</li> </ul> </li> <li>• Policy recommendations</li> </ul>
Student Records	<ul style="list-style-type: none"> <li>• Daily Results Reporting</li> <li>• Accurate, complete, verified</li> <li>• Instalment and subscription monitoring</li> <li>• Storage and retrieval</li> <li>• Mail intake management</li> </ul>

Student Services	<ul style="list-style-type: none"> <li>• Manage and increase Student relationships</li> <li>• Student certification</li> <li>• Shipping of course materials</li> <li>• Educational Consultations <ul style="list-style-type: none"> <li>○ Student Needs Assessment</li> <li>○ Prerequisites</li> <li>○ Program Structure</li> </ul> </li> </ul>
Referral Recruitment	<ul style="list-style-type: none"> <li>• Increase referrals to KB</li> <li>• Identify enrolment trends</li> <li>• Referral program</li> <li>• Meeting targets</li> </ul>
Inbound Support	<ul style="list-style-type: none"> <li>• Direct inbound call volume</li> </ul>