

JOB TITLE: Recruitment Specialist

Summer Discovery and Summer Institute for the Gifted (SIG) change students' lives. We are the world's most popular pre-college academic, enrichment, and gifted programs for students aged 5 – 17. We partner with world-class universities including UCLA, University of Michigan, University of Pennsylvania, Wharton, and Cambridge to run programs where students learn, have fun, and thrive. We are passionate about what we do, the impact we have, and the Summer Discovery and SIG teams who make it all happen.

What's the job?

The Recruitment Specialist will be responsible for speaking with potential clients, asking questions and making recommendations for the right product(s). As the initial liaison between potential clients and Summer Discovery, the Recruitment Specialist plays a significant role in driving and growing sales by proactively reaching out to potential clients, following up by phone and email, and closing sales.

The ideal candidate will excel in the art of consultative selling, as well as be self-motivated, driven, and able to work in a high-paced, seasonal business environment. Experience in luxury brands sales is a plus. You will be excited to work with families from their initial outreach to application completion and finally, to enrollment. Your goal will be to help find each client the best program and make sure they successfully complete the application and enroll in the program.

Summer Discovery is a growing company with a seasonal business, so flexibility and the ability to pivot will be important. You'll work hard, occasionally in the evenings, weekends, and during the summer, you will be pushing for final sales while supporting summer operations. You will be expected to spend some time on campus during the summer. Our office is located in Roslyn, NY but we are open to a remote employee.

Experience is important. We're looking for someone with a demonstrated track record of achieving high sales goals, and selling to clients who expect a very high level of service.

Responsibilities

- Receive inbound and make outbound sales calls and respond to information requests from parents, students and channel partners.
- Maintain detailed records in the CRM.
- Contribute to and utilize nurturing and re-targeting sales initiatives including email, call campaigns, loyalty rewards and alumni relations.
- Maintain up-to-date product knowledge.
- Represent the company and recruit potential clients by occasionally attending student recruitment fairs and events (virtual or in-person), and presenting at information sessions and seminars.

Core Competencies

- Highly motivated and target-driven with a proven track record in sales results
- Ability to service international and domestic clients
- Ability to work independently in a very fast-paced, deadline-driven environment while efficiently and effectively managing competing priorities
- Ability to sell multiple products to different target audiences
- Excellent oral and written communication skills
- Strong organizational skills with strong ability to plan, prioritize, and organize work effectively to produce measurable results

Qualifications

- Minimum Bachelor's degree
- Minimum 2 years of sales experience
- Experience with Microsoft technologies (Outlook, Office 365)
- Salesforce experience highly desired
- Superior English, written and verbal communication skills