



CALIFORNIA CAREER SCHOOL

Our Students Drive Our Success!

1100 Technology Circle • Anaheim, CA 92805 • (714) 635-6585 • fax (714) 635-6596

WWW.CALIFORNIACAREERSCHOOL.EDU

OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

ADMISSIONS REPRESENTATIVE

40-year old vocational training school is seeking Admission Representatives to be based near Camp Pendleton and the surrounding area in San Diego, CA.

The Admissions Representative is responsible for recruiting active-duty, recently discharged servicemen and women, and civilians for admissions into California Career School (CCS) Commercial Truck and Bus Driving training course. The representative works independently to achieve enrollment and compensation goals. This position requires strong people, sales, and follow-up skills to attract potential students, to effectively communicate the benefits of the course, and to complete the enrollment process. The representative must conduct all recruitment activities in accordance with state and federal accreditation policies and regulations as well as company mission and values. This is an opportunity to combine your sales ability and Military experience in helping servicemen and women transition from Military to civilian life and prepare for their next career.

JOB DUTIES:

- Work as an independent contractor under the guidance of a sales manager
- Represent CCS in a positive and professional manner
- Effectively communicate the benefits of training to prospective students
- Schedule and conduct interviews and consistently follow up with qualified candidates for enrollment
- Establish and maintain positive relationships with base education, all Military personnel, and referral agencies
- Accurately complete all enrollment paperwork and submit in a timely manner
- Achieve enrollment and start rate goals
- Maintain contact with enrolled students to ensure satisfactory progress and successful completion of training
- Actively seek referrals from all business contacts as a potential recruitment source
- Actively participate in recruitment and enrollment activities including group presentations, job fairs, etc.
- Work and communicate cooperatively with CCS staff including office and instruction personnel in order to ensure student success
- Conduct all activities in accordance with CCS company mission and values

REQUIREMENTS:

- Prior or retired Military preferred
- Minimum of 1-2 years sales experience (school and/or Military recruitment a plus)
- A self-starter mentality with the ability to work independently and make responsible decisions based on company mission and values
- A sincere desire to help Military personnel achieve their training and career goals



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This position works as an independent contractor under the guidance of a sales manager and with the full support of CCS. Work is performed in the field, specifically in and around the Military bases, and is not confined by specific work days or hours. Compensation is provided entirely through commissions on a per enrollment basis and there is no cap on salary. A minimum enrollment rate of two students per week throughout the year will yield a salary of over \$55k, four students per week yields over \$110k, six students per week yields over \$165k, etc. with no earnings limitations.

Please submit your resume to ccsmilrep@gmail.com and you will be contacted shortly.

Founded in 1970, California Career School is a vocational training school offering certificate-granting programs to job-seeking adults in high demand industries including commercial truck and bus driving, automotive repair, homeland security and investigation, and computer numerical control. We are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), State approved through the Bureau for Private Postsecondary and Vocational Education (BPPVE) and the Arizona Department of Transportation (ADOT). CCS has been training Military personnel since 1999 and has graduated over 6500 Marine Corps, Navy, Army and National Guard Servicemen and women.