

Job Description

Position: Corporate Partnership Associate	Location: Connecticut
Reports To: VP of Marketing and Enrollment	Status: Full Time, Exempt

New England College of Business and Finance (NECB)

Founded in 1909, New England College of Business (NECB) has evolved into a regionally accredited bachelor and master-degree granting business college offering online degrees in Business, Finance, and Business Ethics and Compliance. Expansion plans for 2012 include new programs in Healthcare, Public Administration, and Information Technology. Courses are offered through NECB's proprietary state-of-the-art online EPIC Learning Management System. NECB student population is comprised primarily of working adults from 35 states with the majority in New England. In 2011 the U.S. Department of Education recognized NECB as the most affordable private college in New England. The college has a history of developing corporate client relationships which drive new student enrollment. Located in the heart of Boston's Financial District, NECB is just two blocks from South Station with easy access to the Red, Green, and Orange Lines.

Summary:

The Corporate Partnership Associate is responsible for developing corporate partnerships in the Connecticut region, implementing corporate student recruitment efforts, and recruiting qualified students for NECB's online adult undergraduate and graduate degree programs. Recruitment efforts will be focused within a specified territory and will align with the overall strategic plan for NECB's enrollment nationally.

The successful candidate will be the local representative for NECB. In this role, the candidate must have truly exceptional presentation, communication and organizational skills, as well as, an obvious and infectious passion for the value of higher education and its role in providing professional development to business employees.

Primary responsibilities:

- Accountable for Business-to-Business client management and student recruitment efforts which result in qualified student leads.
- Develop strong client relationships and foster collaboration through ongoing communication efforts tied to term starts.
- Responsible for all enrollment and revenue targets (monthly, quarterly) and will communicate results in an effective and timely manner.
- Conduct onsite enrollment activities, including (but not limited to) information sessions, line of business manager meetings, and organizational visits. Conduct conference call and webinar informational meetings, where appropriate.
- Maintain current and thorough knowledge of all NECB programs, and the regulatory, operational, and pedagogical complexities of higher education enrollment.
- Maintain appropriate prospecting and recruitment activity reports; maintain up-to-date and accurate client/prospect database.

Qualifications:

- Bachelor's degree required, with a background in business strongly preferred.
- 1 – 3 years experience in outside sales or education, preferable within an assigned territory.
- Exceptional presentation skills, and the capability of delivering persuasive presentations to both management and employee groups.
- Ability to meet recruitment goals; strong organizational skills; attentive to detail.
- Excellent professional written and verbal communication and interpersonal skills.
- The successful candidate will work well under pressure and will be eager to succeed in a competitive, results-oriented environment.

The candidate must have a car and a driver's license. Mileage and other travel-related expenses are reimbursed. Salary range is \$45,000 – \$55,000.

TO APPLY: Interested candidates should send their resume via email to jobs@NECB.edu Please make sure to reference the job that you are interested in applying for IN THE SUBJECT LINE of your email. The position will remain open until filled by a qualified applicant. Please submit salary requirements with resume.