



**VACANCY**  
**Student Advisor**  
**Reporting to the Registrar**  
**Location - CBD Cape Town**

Cornerstone Institute Faculty seeks a highly competent and experienced Student Advisor to provide current and accurate information to prospective and current students about all programmes on offer at Cornerstone.

**Requirements**

- Tertiary level qualification preferred
- Working experience in a similar organisation preferred
- Min 1 year sales experience
- Advanced Excel skills
- Good negotiation skills and persuasion skills

**Competencies / Skills**

- Excellent communication and Interpersonal skills (written and verbal)
- Able to work independently and under pressure
- Strong administrative and marketing skills
- Highly competent in computer skills (intermediate level)
- Must be able to talk to large crowds of people and influence them to study at Cornerstone
- Excellent written, oral and business writing communication skills
- Outgoing, confident, influential
- Presentable and flexible
- Strong interpersonal, organizational, time management and planning skills
- Ability to multi-task efficiently and be result driven
- Conflict management skills
- Team player
- Able to participate in staff functions to ensure good corporate culture
- Able to develop and nurture positive working relationships with other departments within Cornerstone

## **Responsibilities**

- Create brand awareness and increase student numbers
- Facilitate presentations at schools
- Telemarketing to prospective students and parents
- Represent Cornerstone at career expos
- Conduct follow up calls to prospective students and schedule interviews
- Respond to online and telephonic enquiries
- Advise potential students on the course of interest and explain entrance requirements
- Manage the Enquirer's Database
- Record and process all new applications
- Check accuracy of the Cornerstone website for prospective students
- Assist with the registration process
- Filing

To apply please email your CV along with a covering letter to [andreweneb@cornerstone.ac.za](mailto:andreweneb@cornerstone.ac.za) by 18<sup>th</sup> December 2018. In your covering letter please outline your suitability for the post, notice period and salary requirements.

**We hope to get back to all applications, however If you have not heard from us within six weeks of the closing date, please consider your application unsuccessful.**