

AMERICAN INSTITUTE OF MANAGEMENT SCIENCE INC

Admission Recruiter Positions

ABOUT US

The **American Institute Of Management Science Inc** is a recruiting partner for University Of Northampton - UK, Colbourne College - Jamaica, GED-USA (Pearson VUE), BTEC Examination Board - UK (Pearson BTEC); among others. We specialize in the recruitment of college-bound students and working professionals. In 2018 academic year, our recruits progressed from Colbourne College with GED and BTEC qualifications to University Of Worcester, University Of Northampton, University Of Sunderland, University Of Derby, Harvard University, Florida International University, Grand Canyon University, among others.

ABOUT THE JOB

Admissions Recruiters are referred to as New Students Recruiters. They are employed to the admission office of The American Institute Of Management Science (AIM-USA), Fort Lauderdale. Their primary responsibilities are to:

- 1) Recruit new students to the Colbourne College in Jamaica. Recruiters are targeting recent high school graduates and adults without CXC Subjects, college-bound students, and working professionals.
- 2) Recruit new students to top-up the BA and MBA degrees at University Of Northampton in the UK.
- 3) Proactively cultivate relationships with high school guidance counselors, teachers, students, and other influencers in order to generate leads for new students.
- 4) Organize and schedule speaking events and the presentations of marketing materials on-campus, online, and off-site at high schools, business organizations, and community events.
- 5) To build up a respectable portfolio of student accounts, Part-time and Full-time Agents will spend at least 3-8 hours per day pursuing new leads, emailing, phoning, responding to messages on social media, assisting their clients with the application, and managing the clients' progress in the admission system.

The Admissions Recruiter is responsible for the general recruitment of qualified candidates for the school's academic programs which are the globally recognized: **US High School Diploma, UK Higher National Diploma, and the BA and MBA top-up Degrees at University Of Northampton, UK.**

KNOWLEDGE AND SKILLS REQUIRED

Candidates should be engaging public speakers, quick learners, honest and highly motivated. Full-time position requires travel through the year as well as evenings and some weekends. Ideal candidates must demonstrate keen knowledge of the programs and the ability to work both independently and supportively.

CATEGORIES OF EMPLOYEES

Job Type: Part-Time | Commission And Gratuity

Job Type: Full-time | Commission, Gratuity And Travelling And Lunch

Job Type: Full-Time Team Leaders | Commission, Gratuity, Residual Income, Travelling And Lunch

SCHEME OF PAYMENT

Admission Recruiters earn 50% commission on all application fees and 20% on holding fee deposits. This amount is **US\$65.00** | **JM\$8,125.00 per ONE student** you recruit.

Part-time Admission Recruiters

When part-time Admission Recruiters reach a milestone of **5** new students recruited on any ONE month, they advance into a gratuitous relationship, earning **US\$96.00 in gratuity/JM\$12,000** alongside the commission.

Gratuity increases when the portfolio size increases. When the Admission Recruiter has built up a respectable portfolio of **7 new student accounts** on any ONE month, the gratuity increases to **US\$150.00/\$18,750.00** alongside the commission.

Expected Monthly Earning For PART-TIME Recruiters

- Total Earning For One Month based on a 5-Person Portfolio is $\$325.00 + \$96 = \$421.00$ / JM\$52,625.00
- Total Earning For One Month based on a 7-Person Portfolio is $\$455.00 + \$150 = \$605.00$ / JM\$75,625.00

Full-time Admission Recruiters

When full-time Admission Recruiters reach a milestone of **7** new students recruited on any ONE month, they advance into a gratuitous relationship, earning **US\$96.00 in gratuity/JM\$12,000** alongside the commission.

Gratuity increases when the portfolio size increases. When the Admission Recruiter has built up a respectable portfolio of **10 new student accounts** on any ONE month, the gratuity increases to **US\$150.00/\$18,750.00** alongside the commission.

Expected Monthly Earning For FULL-TIME Admission Recruiters

Full-time Recruiters also earn ***JM\$3,000 per week for Transportation And Food Reimbursement.***

- Total Earning For One Month based on a 7-Person Portfolio is $\$455.00 + \$96 + \$96 = \text{US}\647.00 / JM\$80,875.00
- Total Earning For One Month based on a 10-Person Portfolio is $\$650.00 + \$150 + \$96 = \text{US}\896.00 / JM\$112,000.00

Full-Time Admission Recruiters Are Promoted To Team Leaders

Recruiters who demonstrate leadership and high sales performance will become team-leaders. Team-leaders:

- Recruit for their own portfolio with same commission and gratuity as listed in the portfolio of the full-time staff.
- Supervise 10-15 Admission Recruiters
- Remunerated JM\$6,000 per week for *Transportation And Food Reimbursement.*
- Earn **2%** in residual income from retaining BTEC students' accounts from start until the students' regular program schedule ends. The 2% is calculated on total tuition while in the system - but excluding the holding fee.
- Receive perks such as airline ticket, leadership development, attend symposium, and cash awards when the team excels.

Projected Earning For FULL-TIME Sales Team Leaders

- Total Earning For One Month based on a 7-Person Portfolio is $\$551.00 + \$192 = \$743.00$ / JM\$92,875.00
- Total Earning For One Month based on a 10-Person Portfolio is $\$800 + \$192 = \$992.00 = \text{JM}\$124,000.00$
- As the BTEC accounts in your portfolio grows, the 2% residual incomes can accumulate to **\$77.50/JM\$9687.50** per month based on a growing portfolio of 30 BTEC recruits in 12 Months.

- ✓ TEAM LEADERS: As your portfolio matures, the **2% residual income** is accumulating. If within one year you added 30 BTEC students to your portfolio, your residual income is **2%** of \$46,500 (\$46,500 being the \$ value of 30 level 5 accounts) = \$930.00 / JM\$116,250.00 ÷12months = **\$77.50/JM\$9,688 monthly**.
- ✓ TEAM LEADERS: Commission earned from **ONE** student recruited on BTEC programs over his/her program lifecycle = \$153.00 / JM\$19,125.00. If you recruit and maintain 60 BTEC students in your portfolio for 24 months you will earn approximately **US\$9,180.00 / JM\$1,147,500.00 in commission**. This excludes the transportation, lunch allowance, and gratuity that you earn otherwise. (Commission from 1 student is \$65 (application & holding fee) + 2% x \$4,400 (total fee – holding fee) is \$88). \$153.00 per ONE L5 student.

The portfolio value is assessed based on performance assumptions such as moderate productivity of the Recruiter, the students in the portfolio paying both application and holding fees, and high student retention. The conversion rate in the calculations is US\$1.00 = JM\$125.00. But, the rate for the US\$ will vary according to the bank rate at time of salary and determines the JMD amount.

APPLYING FOR THE POST

- 1) Apply for The Job as Admission Recruiter Here: <http://www.studyaimusa.org/job-application.html>
- 2) Submit a professional Resume, Two character references, and one passport ID.
- 3) The materials for the training are sent to you via email.
- 4) The link is sent to you to attend the seven-day training session that is hosted online.
- 5) Set-up your business pages for: Facebook, Twitter and Instagram.
- 6) Collect your marketing materials, and ID.
- 7) Job Contract is emailed to you.
- 8) Sign and return the contract, then start working in your official role as Admission Recruiter.

DO THE MATH. you will earn attractive compensation by encouraging high school graduates, college-bound students, and working professionals to join our international degree and diploma programs, and study abroad for up to two years to improve their lives.

PAY FOR YOUR COLLEGE TUITION. If you want to start college but cannot afford to pay tuition, recruit just five (5) students to cover the first part of your tuition AND five more students during the school year to cover the outstanding payments. Repeat this cycle every college year and pay \$0 Tuition out of pocket.

SAVE FOR YOUR UNIVERSITY YEAR ABROAD If you are a current student or graduate looking to save towards the degree year abroad – this job opportunity is right for you.

AIM-USA IS LOOKING FOR TALENTED AND EXTRA-ORDINARY PEOPLE TO JOIN OUR ADMISSION RECRUITMENT TEAM. APPLY FOR THE POST TODAY.