

Join the team UniQuest Team as a Student Enrolment Advisor

About the job

We are looking for brilliant Student Enrolment Advisors to join our team, as we start working with new partners or expand our teams on a regular basis. Acting as an extension of your university partners' teams, we provide a number of services including the support of a prospective student's application process and making decisions about their enrolment, supporting the admissions process or engaging with current students already attending one of your university partners. You may be engaging with students over email or live chat or through inbound or outbound calls, ensuring they feel well supported and are receiving the answers to the questions they need in regarding their education. At UniQuest, you will have the opportunity to make a real impact on a student's university experience in the UK.

We value intelligent effort. To be an effective team member, you will demonstrate:

- communication – all kinds and all directions
- solving problems
- working independently to a high quality
- prioritising intelligently

What else are we looking for in our Student Enrolment Advisors?

Our most successful Student Enrolment Advisors are super confident and professional on the phone, enthusiastic and passionate about the student experience. You will have excellent communication skills, attention to detail, the ability to remain calm under pressure and have a real desire to make a difference! You will be customer focused, supportive and collaborative.

What will you get in return?

The salary for these roles is circa £22,000 per annum - in addition, we offer an incentive scheme based on performance.

At UniQuest, you can expect to join an agile and rapidly growing company, working with a team of welcoming professionals, passionate about our partners and the student experience.

In most cases, we offer full-time fixed term contracts initially as new projects arise within the business however, we would always look to extend or offer permanent roles where possible. Many of our Student Enrolment Advisors have gone on to experience a variety of different projects internally, have taken on permanent roles or progressed within the company to new roles and departments. This a role that offers a lot of opportunity for growth within a rapidly expanding organisation.

We pride ourselves in recognising and rewarding our brilliant staff. We think differently about how we work, empowering our people, supporting and encouraging them to develop within their roles and beyond. Our employee reward package includes a competitive salary, enhanced annual leave, wellness support via WorkSpa, flexible working and regular company events throughout the year – even during Covid we found a way to get together as a team!

Where will you be working?

UniQuest is currently a remote working business (UK) – we offer employees the opportunity to enjoy the benefits of working from home while also being a part of supportive teams, connecting through technology like MS Teams.

We are part of a Keystone Education Group, a leading Ed-tech brand within Higher Education. We are committed to equal opportunities, encouraging applications from candidates from diverse backgrounds.

If this sounds like it could be you and you would like some additional information about the full scope of the role, then we would love to hear from you, please get in touch for further information by contacting recruitment@uni-quest.co.uk. If successful you can join us in delivering on our continued commitment to deliver the passion, intelligence and commitment to meet our partners' needs and in return you can expect to receive all the commitment, benefits and support you need to succeed in your role.