



Job Description

Admissions Advisor

Remote & flexible

This is a part-time (20h/week) contractor role.

About Us

[High Bridge Management Academy](#) offers **leading virtual bootcamps** that are delivered by a team of 50+ ex-McKinsey, Bain, and BCG consultants with over 150+ years of combined consulting experience.

High Bridge is dedicated to bringing **elite interview and consulting skills to young talents** and aiding them in securing jobs at leading companies and allowing them to **thrive in their careers**.

If you are eager to **develop yourself in a high-performing environment** and want to **work with a great team of vibrant people like you**, this is a great opportunity.

The Admissions Advisor's Job

At Highbridge we are well aware of the impact our programs have in **grooming tomorrow's leaders**.

It all starts by **finding talented students & young professionals** and **helping them discover** the true value that the High Bridge Bootcamp can add to their careers.

This is where you **step in as an Admissions Advisor to shine**.

You will be trusted to **take the lead, use initiative, and build long-lasting relationships** with student clubs, universities and consulting firms to bring **high-quality applications to High Bridge**.

You will **connect personally** with potential candidates, **listen to their needs, evaluate the fit** with the High Bridge Bootcamp, **build trust** and, if suitable, **recommend the Bootcamp or any other solutions to help them**.

You will remain the **main point of contact** with candidates until they apply.

To make the work more efficient, you will also **create and standardize business development strategies and processes**.

You will regularly **meet online with the wider team** to coordinate strategies to ensure High Bridge fulfills its Mission, and provide regular reports on **progress updates and funnel status**.



What we expect of you

- A passion for **building relationships** and helping young talent and ambitious professionals prosper
- Excellent **English** communication skills
- The ability to **listen actively to customers' needs, desires and fears**, and **respond** accordingly
- The ability to **deliver compelling pitches to convince suitable candidates to apply to the Bootcamp**
- The ability to **create and maintain schedules, calendars**, and regularly **meet deadlines**
- **Data- and result-driven approach**: you can reflect upon past experiences, analyze data, compare them with the goals and **modify strategies when required**

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