



Admissions Advisor

Full-Time

Campbell River Region
Campbell River

Thursday April 2, 2026

\$26 - \$30/ hour (\$48,000 to \$52,000)

Company: Discovery Community College

Website: <https://discoverycommunitycollege.com/>

Industry: Education

How to apply:

Visit this link to apply with resume

<https://discoverycommunitycollege.applytojob.com/apply/40hAqV0DVQ/Admissions-Advisor-Campbell-River-BC>

Expiry Date:

Thursday, April 16, 2026

Details:

Discovery Community College offers a truly close-knit team of people who are passionate about changing lives. As a member of this team, you will Discover all the best of Community, in both work and life. About the Role: Discovery Community College is seeking a motivated and personable Admissions Advisor to join our team in Campbell River, BC. This role is ideal for someone passionate about customer service and helping people achieve their career and education goals. You will serve as the first point of contact for prospective students, guiding them through program selection, application, and enrollment processes. The successful candidate will demonstrate strong communication, attention to detail, and the ability to manage multiple tasks while providing a high-quality experience to students. This position requires handling confidential information and following all College and government regulations. This Full-Time opportunity offers a dynamic and rewarding work environment and may lead to long-term career growth within the College. Key Responsibilities: Assist prospective students in exploring programs aligned with their career goals Guide applicants through the admissions process from inquiry to enrollment Conduct interviews and follow-up communications to assess readiness and fit Maintain accurate and confidential student records Provide exceptional customer service via phone, email, and in-person interactions Meet or exceed enrollment targets Participate in outreach activities such as career fairs and community events Travel locally or between campuses as needed Diversity and Inclusion: Discover Community College is committed to fostering a diverse, inclusive, and equitable environment. We celebrate the unique contributions of individuals from all backgrounds and welcome applications from all qualified candidates, including those from underrepresented communities. Discovery Community College values diversity and

inclusion and encourages applications from all qualified individuals.

Qualifications & Experience:

Post-secondary education in Education, business, communications or related field
Experience in sales, recruitment, or admissions preferred Excellent customer service and interpersonal skills High level of organization and attention to detail
Ability to handle sensitive information with discretion Proficiency in Microsoft Office and CRM systems Self-motivated with strong time management and communication skills Knowledge of the British Columbia education landscape is a plus Knowledge of Central and South Island communities is a plus
