



Job Title: College Partnerships Associate

Location: Remote (Travel Required for Company Events and Partner Visits)

Reports To: Director of College Partnerships

Position Status: Full-time Exempt

Responsibilities

- Update and manage CRM database for potential partner colleges.
- Uses a variety of communication methods to source and engage prospects.
- Travels to the campuses of potential and current partners for in-person meetings, when appropriate.
- Assists the college team with in-person conferences, as needed.
- Establishes a connection with prospects, leading to pitch meetings.
- Works within the CRM to manage communication with prospects, proposing solutions for improved efficiency and engagement when possible.
- Assists with the onboarding of new partner colleges.
- Participates in all-company meetings (both remote and in-person).
- Participates in sales and partnerships meetings.
- Assists the Director of College Partnerships with overall strategy for new college partnerships.
- Meets with the Director of College Partnerships for a weekly strategy meeting, as needed.

Requirements

- Demonstrates CLT's Core Values: Anchored, Humane, and Passionate.
- Bachelor's degree or equivalent.
- Willingness to travel for conferences and partner visits is expected and a key component of this position.
- At least 1-2 years of experience in college admission on a university campus, whether as an admission counselor, campus visits coordinator, operations personnel, or other college admission-related role, preferred.
- Meticulous attention to detail.
- Excellent communication skills, both written and oral.
- Aptitude for and familiarity with technology, including project management tools and CRMs, such as HubSpot.
- Experience with or affinity for classical education, great books, or assessments.