

West San Gabriel Valley Worksource Center

# JOB RECRUITMENT



- **Registration Representative  
For  
Direct Placement**

**Interviews will be held on 09/28/2012  
From 9:00-1:00p.m.**

At

West San Gabriel Valley WorkSource Center  
1000 Corporate Center Drive, Suite 550  
Monterey Park, CA 91754  
(323) 647-6500

**\*\*\*Please show up to the recruitment with a copy of your resume\*\*\***

**HOW TO APPLY: SEE RESOURCE CENTER STAFF TO SIGN UP FOR RECRUITMENT**



## **JOB DESCRIPTION:**

### **Registration Representative:**

Are you outgoing? Do you enjoy talking with people no matter where you go?

We provide free tutoring services to eligible K-12 students, funded through the No Child Left Behind Act and we are looking for people who are passionate about improving children's lives through education.

The role of the *Enrollment Representative* is to promote awareness and educate parents about our exciting laptop tutoring program! You will be obtain lead information from interested parents, seek out and securing venues for marketing within your target community, and attend district events on our behalf.

Our FREE laptop and FREE tutoring program costs nothing to qualifying low-income families! Parents that sign up their children will receive FREE tutoring for their child and a FREE laptop upon successful completion of our program.

#### **Responsibilities include:**

- Distributing flyers
- Collecting leads
- Increasing public awareness
- Attending district events on our behalf
- Administrative duties

#### **Requirements:**

- Outgoing and friendly personality
- Organized, and commission-motivated
- **Bilingual - fluent in both Spanish & English**
- Reliable transportation with valid insurance
- Typing/data entry
- Must be able to work weekends (the most successful time for you to earn commission)
- Cell phone with camera and MMS (picture message) capabilities
- Sales background a plus

\*This is a full-time seasonal position (40 hours per week) approximately 8 weeks and opportunities available for future projects. Weekends are required.

Very Competitive \$13.50 + Commission Compensation – Our Enrollment Rep's average \$650.00 per week

For more information about our company, please visit our website at [www.academicadvantage.com](http://www.academicadvantage.com).