



Enrollment Advisor

Support yogis in taking their next program. Answer their questions about our programs, about enrollment, about tuition and offer continued support before and after their programs. Enjoy flexible part-time hours and the ability to work from home by phone and online. Good people skills and ease with a variety of computer programs are necessary. This is a wonderful opportunity to support your fellow yogis.

Responsibilities:

- Respond to student requests (by phone and email) in a timely manner with accurate information.
- Process enrollments and payments in our sales system.
- Track enrollment data in spreadsheets.
- Oversee the volunteers on the SATYA Membership Team.

Qualifications:

- Good people skills
- Understanding of SVA's offerings.
- Familiarity with Microsoft Office.
- Ability to learn new software programs.
- Strong attention to detail and accuracy.
- Excellent communication skills, in both verbal & written form.

To apply, please email your resume to resume@svaroopayoga.org.