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# Example of Admission Counselor Job Description

Our growing company is searching for experienced candidates for the position of admission counselor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admission counselor

* Assist with the development of electronic recruitment initiatives including website presence, e-mail
* Implements recruitment strategies as outlined in the admissions plan in the assigned territory to include high school and/or community college visits, college fairs, area receptions, and events
* Advises students and families of admission requirements, transfer guidelines, financial aid and scholarship information, and residence life
* Responsible for programs that may be offered fully online, face-to-face, or in a blended format
* Recruit prospective students by conducting high school visits and attending college fairs in selected territory
* Assist with the daily operations of the Office of Admission through daily admissions presentations, interviews with prospective students, on/off campus admission events, orientation days email, social media and phone call campaigns
* Manage assigned regional travel territory with the direction of the leadership team
* Review applications, evaluating academic and personal characteristics in order to advocate and make proper referrals for the applicant and the college’s enrollment and scholarship goals
* In addition to delivering information sessions and reviewing applications, the Admission Counselor will have additional responsibilities in the office
* Administration of federal, state and institutional financial aid, review of financial aid files, conducts needs analysis, financial aid packaging and federal verification

## Qualifications for admission counselor

* Following general CSU and campus policies for the assignment of transfer credit, determine and advise on requirements outside of the major that transfer courses fulfill
* Ability to professionally and effectively interact with prospective and current students, co-workers, and colleagues
* Ability to organize and plan work projects including handling multiple priorities
* Ability to learn and use administrative computing system(s),instant messaging, document imaging programs, web-based information resources, and MS Office applications
* Previous experience in international admissions and recruitment, international student services, or campus internationalization activities is highly desirable
* Knowledge of current trends in international admission, recruitment, and evaluation preferred