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# Example of Admission Job Description

Our growing company is looking to fill the role of admission. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admission

* Producing a wide range of correspondence including letters, emails, reports using a variety of applications
* Supporting the School selection process, making arrangements for interviews/assessment days and assisting with the expedient decision of outcomes to applicants, utilising electronic processes
* Undertaking frequent monitoring activities in relation to the recruitment/selection of applicants
* Maintaining office systems and processes and contributing to continual development
* Providing support to the School’s enrolment process as required
* Assisting with School events, such as open days as required
* Reviewing student applications against set criteria, making recommendations for the offers of places, seeking advice from the Senior Admissions Officer as required
* Ensuring that confidentiality is maintained when undertaking duties
* Ensuring compliance with legal and regulatory requirements in respect of equality and diversity, data protection, copyright and licensing, security, financial and other University policies, procedures and codes
* Performing other duties which are not exhausted above, but which will be consistent with the role

## Qualifications for admission

* Conoscenza di Reuters e Bloomberg (plus)
* Experience with social media, multimedia and web-based communication preferred
* Taking reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work in accordance with the Health and Safety at Work Act 1974, EC directives and the University’s Safety, Health and Environment Policies and procedures and to cooperate with the University on any legal duties placed on it as the employer
* Demonstrating a genuine commitment to provide an excellent customer service whether to colleagues, students or external stakeholders
* Must be an undergraduate student with great enthusiasm for Villanova
* Must be able to clearly and effectively communicate