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# Example of Admission Job Description

Our innovative and growing company is hiring for an admission. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admission

* Application processing, including all aspects of assembling a complete student file for review
* Five to six weeks of admission-related travel are expected
* Conducts extensive on- and off-campus admission interviews for prospective students, including time for parents/family members
* Application file review for Admission for the assigned territory and recommending students for admission or for review by the Admission Committee
* Demonstrate the highest professional demeanor and ethical behavior while representing the University
* Manage professional staff and administrative staff of 11 individuals
* Oversee the recruitment and admission efforts for each incoming undergraduate class
* Assist in the development and implementation of strategic enrollment goals
* Host recruitment events (on and off campus) for prospective students
* Provide high level understanding and insight into various University processes, procedures, and systems

## Qualifications for admission

* Reliable and prompt
* Ability to work independently and maintain a schedule, work within a team environment
* Strong computer skills including MS Office (Word and Excel), Outlook
* Manage the operating budget
* Works collaboratively with other senior leaders in the Admission office to provide leadership
* Partners with other offices on campus