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# Example of Admissions Advisor Job Description

Our company is looking to fill the role of admissions advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admissions advisor

* Complete admissions process via LMS and customer phone calls and emails for consumer sales
* Interprets COMPASS placement scores to determine the need for remedial coursework
* Keep abreast of academic program of study requirements in order to advise students, families and others on academic programs of study
* Creates student identification cards to verify student eligibility for services on campus, interacts with representatives from all academic departments
* Advisor must have the ability to provide direct supervision of student workers
* Serve students on behalf of academic departments during peak enrollment and break periods and events such as enrollment days.Data Entry into student information system
* Scan and Index all documents to student e-files via AppXtender Document Manager
* Be responsible for keeping current with program changes to participate in programs for self-improvement and career development
* Serve students on behalf of academic departments during peak enrollment and break periods and events such as enrollment days
* Data Entry into student information system

## Qualifications for admissions advisor

* Qualified candidates should demonstrate excellent interpersonal, organizational and prioritizing skills superior attention to details
* Experience in administering student affairs issues related to the graduate programs and curricula
* Experience in planning and organizing meetings, special events including agenda preparation, distribution of materials, arrange for meeting location and hotel reservations
* Demonstrated experience in a high-volume, team-oriented customer service environment
* THIS POSITION IS REQUIRED TO BE BASED OUT OF THE INDIVIDUAL’S HOME WHO MUST RESIDE WITHIN SPECIFIED BOUNDARIES IN OR NEAR PORTLAND, OR AS APPROVED \*
* Must be able to work unsupervised and multitask in a fast-paced office environment