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# Example of Admissions Advisor Job Description

Our company is growing rapidly and is hiring for an 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

* Maintain liaison with internal stakeholders
* Represent the Faculty on committees as required
* Perform other duties in support of Student Academic Services
* Adheres to laws and regulations governing student recruitment activities Adtalem Code of Business Conduct and Ethics
* Works with and assists students in completing on-line applications and program-specific applications and in completing related enrollment procedures and registration activities
* Informs prospective students of application status and requests for additional documents
* Creates and updates records, and scans documents to track applications and support documents
* Forwards complete applications to appropriate academic departments
* Maintains contact with prospective students to inform them of application status and to communicate deadlines for submitting any additional documents
* Tracks student participation from application to enrollment by using various data tracking systems

## Qualifications for admissions advisor

* Other student recruitment tools
* Bachelor's degree in marketing, business, education, sociology, human resources or related field required
* Three years in recruiting, marketing communications, advertising, customer relationship management or public relations required
* Experience in higher education student administrative services preferred
* Experience in PeopleSoft or other student services management system preferred
* Knowledge of recruiting principles including the establishment of inquiry and applicant tracking systems required