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# Example of Admissions Advisor Job Description

Our company is searching for experienced candidates for the position of admissions advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admissions advisor

* Provides information to prospective and current students on selective admissions academic programs requiring specific pre-requisites, test scores, and/or other requirements
* Ensures new students schedule appointments with College Advisors and Financial Aid
* Works collaboratively with Recruiters, Registrar’s Office and other key stakeholders to create a seamless transition from application through enrollment and registration process
* May organize and schedule tours of campus for high school students and conduct follow up and outreach activities to encourage prospective students to apply
* Serve as a Designated School Official (DSO) and ARO that interprets and enforces regulations, as established by the Departments of State and Homeland Security, for F and J visa holders
* Advise students regarding their responsibilities to comply with immigration regulations while studying and working at the University
* Provide programming and outreach activities for international students
* Manage student health insurance
* Conducts open house sessions and orientations to ensure applicants are fully informed of requirements and processes
* Assists in direct recruiting at high schools, community outreach events, and other appropriate locations

## Qualifications for admissions advisor

* An understanding of financial aid application and award procedures other student administrative services in order to effectively advise prospective students required
* Demonstrated computer skills including familiarity with Microsoft Office required
* Ability to travel and work some nights and weekends required
* Minimum of a bachelor’s degree by start date
* Though the position is intended to be based in Athens, a valid driver’s license is required as some travel may be necessary
* Successful candidates must pass a comprehensive background check (including criminal), university judiciary review, and driving record audit