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# Example of Admissions Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of admissions assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admissions assistant

* Develop and implement programs and strategies for recruitment of top students, hold primary responsibility for MBA Fellowships
* Develop and deliver outreach programs, especially related to Fellowships, in local, national and international communities, conduct informational meetings and respond to questions regarding admissions and the student experience at Stanford
* Develop programs and efforts to cultivate and maintain relationships with secondary or university personnel, professional organizations, students, parents and alumni
* May conduct quantitative or qualitative analyses of admissions information
* May conduct market research and identify new program audiences, develop multi-channel marketing materials and other recruitment tools
* Serve as a public relations and information resource to prospective applicants, secondary or university personnel, professional organizations, students, parents and alumni, represent University at activities and events, meetings, committees and conferences
* May hire, train and supervise part-time seasonal readers and other staff
* Other duties and special projects may also be assigned
* Makes presentations to prospective student audiences on and off-campus
* Meets with prospective students and their families to share admission requirements and opportunities in the W

## Qualifications for admissions assistant

* Regular travel during six months of the year
* Bachelor’s degree, preferably in Arts Administration, Dance, Drama or Music
* Commitment to maintaining professional appearance and behavior consistent with the values of the Admissions Office
* Ability to manage a broad scope of responsibilities while maintaining attention to quality and detail
* Ability to be a creative collaborator within the admissions team
* One to two years’ experience in higher education or performing arts administration preferred