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# Example of Admissions Assistant Job Description

Our company is growing rapidly and is looking for an admissions assistant. 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 assistant

* Sorting, processing and distributing incoming and outgoing mail and electronic communications
* Processing new student applications and related information, and preparing student files
* Maintaining inventory of all admissions/financial aid/registrar/career services materials
* Providing secretarial/clerical support, such as incidental typing and filing
* Assisting with all Student Affairs processes and procedures including financial aid, advisement, and registration
* Assisting with the design and execution of special events, projects, and activities as requested
* Displaying a high level of effort and commitment to performing work
* Operating effectively within the organizational structure of a fast-paced, high-volume student services area
* Demonstrating trustworthiness and responsible behavior
* Oversees and directs a specialized admissions area such as customer services and campus programs

## Qualifications for admissions assistant

* A high level of collaboration and teamwork with effective communication and presentation skills
* Ability to respond to common inquiries and complaints from families, customers, regulatory agencies and external communities
* Demonstrated effective management of departmental resources (budget, personnel, space)
* Demonstration of utilizing data analytics to inform decisions and articulation of return on investment
* Experience in overseeing and/or designing, developing and implementing life cycle communication plans
* A Bachelor's degree is required, and experience in selective admission is a plus