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# Example of Admissions Coordinator Job Description

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

* Participate in morning “Stand-Up” meetings
* Prepare marketing reports regarding referral statistics
* Maintain working knowledge of, and assist in, accessing community resources
* Participate in evening/weekend on-call or overtime as required
* Ensure maximum reimbursement through initial payer source, benefits, and eligibility verification, authorization processes, and accurate data entry into Company computer system
* Current knowledge and understanding of payment systems, HMO, PPO, Indemnity, Worker’s Compensation, insurance (Medicare and Medicaid, ) is demonstrated
* 2-3 DAYS IN FIELD (LPN PATIENT CARE), 2-3 DAYS IN OFFICE
* Assists the Admissions Manager with arrangements and confirmation of all admissions
* Be the first point of contact for over 1200 applicants per year and continue to communicate effectively with applicants during recruitment and orientation
* Ensure smooth flow of communication between Dean, Associate Dean, staff members, students, faculty, internal and external contacts regarding admissions activity

## Qualifications for admissions coordinator

* Identify possible technology solutions/efficiencies related to the business processes of the custom online application
* Supports other technology-oriented tasks that include creating and modifying stored procedures in the graduate school’s complex information system, creating custom reports templates, and importing data
* Assist in the accurate preparation of complex documents and assist with the coordination and organization of timely reports for graduate school committees and external boards
* Establish checklists and timelines for managing the completion of admissions and recruitment events, including new student orientation, applicant interview days, and commencement
* Maintain contact with faculty and their assistants to ensure their participation in the annual admissions process, including interviewing and meeting with applicants
* Assist with on-off boarding students, including coordinating visas, housing, HR paper work