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# Example of Admissions Coordinator Job Description

Our company is looking to fill the role of admissions coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for admissions coordinator

* Assist with completing monthly statistics of admissions, discharges and occupancy rate
* Assist with the development and implementation of Quality Assurance programs for the department
* Monitor inventory and the property control system
* Other duties as assigned by the Admissions Director including expanded duties and responsibilities in the capacity of Acting Director in the absence of the Director
* Search, hire, train, develop, supervise and evaluate 20-25 student campus tour ambassadors
* Evaluate applications for admission and make admissions decisions
* Responsible for the recruitment activities, and achieving recruitment goals, within a designated geographic territory
* Maintain personal contact with prospective students and their parents, high school counselors, teachers and other influencers of prospective students in that geographic area from inquiry through enrollment
* Work with the Associate Director of Admissions-Marketing and Recruitment to supervise the recruitment portion of the communication plan
* Responsible for the coordination and quality of Dahlonega campus group tours

## Qualifications for admissions coordinator

* One year previous experience in health care field, preferably long-term care
* High school or equivalent and vocational or technical training
* 2-5 years of admissions experience, office management or customer service
* 1 year experience with insurance and financial collections
* 1 year freedom from chemical use problems
* Experience with Medicare, Medicaid, and health insurance