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# Example of Admissions Coordinator Job Description

Our growing company is hiring 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

* Types and processes necessary admission paperwork
* May perform some pre-admitting counseling and resolution of routine admitting inquiries and problems
* Provides valuable quality service to prospective undergraduate students (freshman, international, transfer) and families via recruitment events, one-on-one appointments, calls and emails regarding the W
* Presents with enthusiasm and confidence at information sessions, education fairs, high school fairs, conducts information meetings with prospective student and families
* Manages and coordinates activities focused on the recruitment of prospective students and families
* Facilitates instruction of a WPC 101 section (a course that introduces freshmen to important resources, programs, and people at W
* Plans and schedules events for prospective students and other audiences for the purpose of promoting the W
* Manages the undergraduate admissions email inquiries
* Compiles, maintains, and shares data reflecting recruitment activities including students contacted, presentations made, inquires received, and other related performance indicators
* Creates and delivers presentations promoting the W

## Qualifications for admissions coordinator

* Georgia Driver’s License
* Masters degree in Social Work or doctorate in Psychology
* Licensed by the state of Massachusetts as an LICSW (Licensed Independent Clinical Social Worker) or doctorate in Psychology
* Knowledge and utilization of crisis intervention techniques
* Familiarity and experience in use of the DSM V with regard to psychiatric diagnoses
* Experience in working with an Emergency Department team is preferred