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# Example of Admissions Counselor Job Description

Our innovative and growing company is searching for experienced candidates for the position of admissions counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admissions counselor

* Carry out other admissions-related projects as assigned by the Executive Director or an Associate Director
* Assist other staff with processing and assessment of graduate applicants in accordance with admission guidelines
* Fielding initial inquiries on the 1, walk-in and schedules tour and referral sources
* Providing information on the continuum of care and referring to appropriate programs to facilitate the prospective caller’s needs to ensure excellent customer service
* Effectively communicating and presenting information and obtaining necessary required documentation for admission
* Preparing and processing admission paperwork and statistical reports
* Interprets university policy and determines academic status of transfer or former UNO students
* Notifies applicants who are found to be ineligible for admissions
* Keep accurate and detailed records of student contacts, develop evaluation methods and criteria for recruitment program
* Follow up with student contacts via phone, email or social media venues

## Qualifications for admissions counselor

* Responsible for regularly communicating the progress, outcomes, and direction of work to the Assistant Director, Recruitment & Student Services
* Counseling prospective transfer and freshman applicants about the boundless opportunities available at the UW and about the admissions process
* Must be flexible and have the drive to work in a fast-paced office
* Strong interpersonal and writing skills are essential, as are strong public speaking skills and the ability to present the University in a positive way to diverse populations
* Ensures quality case notes are entered for each contact with applicants
* Files weekly and monthly outreach and achievement reports to the Sr