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# Example of Admissions Counselor Job Description

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

## Responsibilities for admissions counselor

* Provide prospective transfer applicants and families with expert counsel on the admissions process including academic program information and admissions requirements, financial aid and scholarship information
* Provide support for talented, nonresident, and transfer student recruitment
* Timely follow-up with internal and external customers
* Complete reports related to recruitment, schedule, travel, and special programs
* Assists in planning and coordinating admissions activities
* Plans group recruiting programs, such as Green Carpet Days, prospect meetings, yield meetings, and other group programs
* Plans and implements admissions counselor orientation, training, and development programs
* Oversees general training of graduate assistants
* Work closely with Director and Associate Director to coordinate communication with applicants including front desk, telephone calls, and walk-ins
* Work with Director and Associate Director to coordinate development and execution of communication plans with applicants, including response systems for applicant inquiries and follow-up systems for application completion and school-initiated communication

## Qualifications for admissions counselor

* Ability to use computer software programs utilized by the university
* A Master’s degree or 5 years administrative work experience preferred
* Candidates should be knowledgeable about admission and recruitment practices in higher education and international admissions, the political and education policies that impact the college-going population in Southern Arizona
* Relevant experience with business, government, community, or other educational settings will be considered
* The Admissions Counselor, Outreach will work from Tucson, AZ and travel frequently
* Extensive traveling and driving are required