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# Example of Admissions Director Job Description

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

* Provide leadership in developing models for customer service, outreach, review, and yield programming to ensure the ADM supports ambitious College enrollment goals while maintaining the ADM’s commitment to service excellence across all staffing levels
* Provides leadership in the achievement of enrollment targets
* May be responsible for customer satisfaction surveys, marketing surveys
* Provides outstanding sales leadership and management skills to ensure top performance by all members of the department
* Manage and execute a recruitment schedule of activities (including calendar, preparation of materials, information sessions, other recruiting events, follow-up)
* Oversee prospect outreach activities such phone calls and email communications
* Engage current students, alumni, and other Booth constituencies on behalf of the recruiting process
* Responsible for managing all assessment activities, including reading of applications and interviews
* Oversee matriculation and yield tactics
* Establish admissions policies to insure each class is filled with the expected number and caliber of students

## Qualifications for admissions director

* Active RN or LPN License preferred
* Ensure the integrity of the application process and ensure admissions decisions are made in a timely and appropriate fashion
* Represent the School at recruiting and other school events and activities as needed (local and non-local.)
* Outreach to prospective students with a goal of nurturing qualified prospects towards application
* Ability to manage and lead teams remotely
* Ability to quickly assess information, anticipates issues and outcomes, and makes effective decisions