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# Example of Admissions Director Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Independently lead enhancements to the existing Admissions Ambassadors student program, including development and implementation of programming and management of a team of student leaders
* Manage a staff assistant and oversee the day-to-day operations of the Office
* Counsel incoming students regarding pre-matriculation requirements
* Effectively represent HMS and the Office of the Committee on Admissions at internal and external events and on University-wide committees
* Manage three Admissions staff to ensure the team is contacting a large volume of prospective students
* Oversee schedule of large volume of Admissions events in Chicago and across the United States
* Present at Information Sessions, receptions across the US and corporate events
* Completes a pay source verification prior to admission to the facility
* Identifies, develops and targets the most productive referral sources, which includes maintaining a professional relationship with hospital discharge planners
* Maintains professional affiliations and networking by conducting personal visits to area hospitals and community referral sources

## Qualifications for admissions director

* Superior organizational and problem resolution skills goal oriented and ethical
* Bachelor’s degree in related Administrative, Business, Liberal Arts or Social Sciences discipline is preferred
* Prior work experience can offset the degree requirements provided detailed listing of prior experience is submitted to and approved by the corporate leader responsible for the area and the EVP of Human Resources
* Undergraduate degree plus demonstrated knowledge, competence and significant experience in higher education admissions and/or enrollment management
* Bachelor's Degree in Marketing, Business, Communications or other related field
* Superior interpersonal, communication skills and energetic