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# Example of Admissions Director Job Description

Our innovative and growing company 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

* Proactive growth and development in Admissions and Enrollment Management through attendance at conferences, workshops, (etc.) as a participant, panelist, presenter, or moderator as needed for the purpose of determining and implementing best practices, remaining current in the field, and incorporating this knowledge into practice
* Provide strategic leadership in the advancement of enrollment goals
* Develop close relationships with key influencers at high schools in our local market and establish relationships with high schools in growing secondary markets
* Plans and develops strategies for Region assigned campuses to meet or exceed targeted admission goals
* Coordinates and monitors admissions and discharges to ensure maximum utilization of funding sources
* Participates in the development of policies and procedures and identifies and recommends process improvements
* Interviews, hires, schedules and assigns work to assigned staff
* Compiles regular reports related to client census, contract/funding utilization, service activity and admissions, various special reports and memos regarding admissions results and activities
* Provide leadership in office planning and direction
* Work with others at the university to review and revise transfer credit evaluation policy

## Qualifications for admissions director

* 3 (+) years in long term care admissions is preferred
* Must be a team player, highly organized and have a positive attitude
* Must have three (3) or more years' successful business development experience
* Must demonstrate an outgoing, energetic personality
* Two years sales experience, preferred in health care services, products or pharmaceuticals
* RN/LVN required