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# Example of Admissions Director Job Description

Our innovative and growing company is looking to fill the role 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

* Look for efficiencies and research tools and techniques for new processes
* Provide strategic and tactical leadership to all aspects of university undergraduate admissions functions.In collaboration with the chief enrollment officer, serve as a key strategist in the development of a high functioning enrollment management division
* Reporting, analytics, and data integrity.Create and provide routine reports and responsive analytics to internal and external (where appropriate) constituencies
* Strategic partners.Working with chief enrollment officer, collaborate with communication unit to integrate messaging with broad recruitment strategies
* Responsible for the coordination of Open House, Parlor Meetings, Student Visit Days and Freshmen Orientation
* Partner in designing all marketing materials, guides, brochures
* Shepherd all applicant families through the admissions process and stays in contact with interested parents
* Establish list of prospective students and cultivates connections with those families
* Oversee recruitment efforts, which include phone call campaigns from faculty, parents and students listserv postings
* Arrange and conduct applicant interviews

## Qualifications for admissions director

* Ability to operationalize business strategies
* Excellent diplomacy skills
* Ability to train a group or individuals on new processes and procedures
* Supervisory and office management skills
* Strong leadership abilities, excellent organizational and communication skills
* Minimum of a Bachelor degree in related field required