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# Example of Admissions Manager Job Description

Our growing company is hiring for an admissions manager. 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 manager

* Assist in welcome and orientation activities
* Review the many applications we receive for our programs
* Decide which candidates to shortlist based on assessing their talent, passion and commitment
* Conduct telephone or Skype based interviews with prospect students, to understand whether our programs are going to be a good fit for them, and whether they are going to be a good fit for our programs
* Follow up with candidates, offer places to chosen applicants, and secure enrolments from the very best talent
* Track, analyse, and report on the enrolment process
* Feed insights from the frontline to other teams, including marketing communications, talent management, and the producers
* Hire, directly manage, and train team of admissions producers
* Manage admissions team within program, with the primary objective of meeting or exceeding program census growth objectives on a monthly, quarterly, and annual basis
* Interview, hire, train, develop and manage all Admission Coordinators and Admissions Nurses

## Qualifications for admissions manager

* Bachelor's degree or higher in a related field of study
* Responsible for ensuring campus visits present GCU in positive and enticing manner
* Strong cold-calling experience a plus
* Through close coordination with Executive Director, responsible for meeting/exceeding census growth goals for the program
* Ensure that all referral and admissions activities and processes are functioning in a manner that will optimize growth while in compliance with all clinical, operational and regulatory requirements
* Implement and manage all sales, marketing and education programs/activities across program