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# Example of Admissions Manager Job Description

Our growing company is hiring for an admissions manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admissions manager

* Take personal responsibility for the development and management of key accounts in the program
* Maintain thorough understanding of the program budget with special emphasis on admissions
* Oversee preparation of RFP’s and new contracts, and maintain contracts for renewal or modification ensuring they are legal and compliant
* Conduct weekly sales training meetings and designs and directs preparation of reports for management and staff
* Oversee and expedite all referrals, admissions and insurance certification, and monitor patients not taken under care
* Ensure that consents, EOB’s and admissions-related data entry are accurate, timely and complete
* With input from Associate Directors and Program Coordinators, designs and implements admissions and financial aid policies and processes that support all CTD Programs and ensures an efficient and customer-friendly experience for students and families
* Review applications for all campuses
* Upload acceptance letters
* Ensure admissions compliance with the school’s accreditation

## Qualifications for admissions manager

* Previous experience in K-12, gifted and talented education, or university admissions
* Extensive experience with databases, Customer Relationship Management systems, and Learning Management Systems
* Demonstrated ability to build relationships across teams and tackle complex issues creatively and collaboratively
* Associate and/or Bachelor’s Degree in Business/Communications field preferred
* Two (2) years equivalent experience in a sales/marketing position or Admissions Coordinator position in lieu of degree
* Previous healthcare community relation’s experience preferred