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# Example of Admissions Representative Job Description

Our company is growing rapidly and is looking for an admissions representative. 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 representative

* Perform check-in procedure for patients upon their arrival to admissions, and prepare them for their visit
* Instruct patients to complete a medical record request and forward to Clinical Information Center (CIC) via fax or mail when patient requests it
* Take requests for private rooms and check availability with bed control
* Review with senior representative for verification
* Calls patients daily to notify of admission time and report location
* Prepare and review charts for inpatient and surgical cases
* Assist Physician with completing the N.Y.S
* Identifies, prospects, and qualifies new employer, military, and school opportunities, promoting the value of Ecotech Institute educational products and solutions for the company and its employees
* Prepares and presents recommendations to company, school and military leadership and employees that are aligned with employer expectations and consistent with the Ecotech Institute brand
* Seeks, attends and participates in educational and professional events to represent Ecotech Institute and drive new business opportunities (career fairs, college fairs, military events )

## Qualifications for admissions representative

* Do you love a good challenge and strive to exceed weekly performance goals?
* Two years direct sales experience in admissions, recruiting, intangible or other sales is required with a High School diploma (or equivalent), or zero to two years’ work experience with a Bachelor’s degree
* Able to communicate and persuade others
* Must be available to work evening, day and weekend hours
* At least 1 to 3 years of experience related to the duties and responsibilities specified
* Associate’s degree is preferred or