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# Example of Admissions Representative Job Description

Our growing company is hiring for an admissions representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admissions representative

* Assist in the entire student application process for graduate business students ensuring accuracy and timely completion
* Manage data and document processing for applicants to the Graduate Business Program, ensuring data flows and matches in relevant database systems
* Manage initial admitted student correspondence, and student matriculation, for all admitted MBA students with 100% accuracy
* Communicate with applicants by phone, e-mail, and letter, necessary next-steps in completing the application process
* Assist with verification of applicant information to ensure no fraudulent activities or misrepresentation
* Review admitted students’ official transcripts for completeness and accuracy
* Provide telephone, e-mail, walk-in visitors, and class visit support as needed, including answering calls, responding and initiating e-mails to/from prospective students
* Generate letters of Admission and Rejection, Fellowship letters, brochure enclosures, Statement of Financial Responsibility, and others as required
* Provide assistance and support for admissions related recruiting events
* Assist in direct mail projects and prepare shipping materials for recruiting efforts

## Qualifications for admissions representative

* If you do not have the work experience required for this position, you MUST upload your transcripts (if multiple transcripts, please put in one PDF file) to your application for full consideration
* This classification is considered Security Sensitive
* A minimum of 1 year of experience in admissions, sales, or customer service
* 2-3 years of experience in a hospital, medical clinic, medical business office, or physician's office setting
* Typing accuracy and basic computer knowledge
* Demonstrated leadership skill through involvement in campus academic and extracurricular activities