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# Example of Admissions Representative Job Description

Our innovative and 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

* Build, and keep in good standing, relationships with the University Graduate Admissions office, International Admissions office, and Central IT office, among others
* Provide occasional support to Bedboard Coordinators, addressing requests for admissions, alerts, external transfers and appropriate bed assignments using the electronic bed board
* Perform audits and analysis of various workflows and activities within the Admissions Center
* Assist clinicians with completing the N.Y.S
* Enroll applicants
* May attend tradeshows and various other venues and/or events to represent GIA and assist with public outreach efforts
* Maintain contact with prospective students, school personnel, families, and make referrals as necessary given the specific needs of students
* Advise prospective students, school personnel and families on processes/policies relating to application, admissions, financial aid, and academics
* Perform outreach activities
* Maintain regular applicants

## Qualifications for admissions representative

* Travel, including evenings and weekends, is an expectation of this position
* A minimum of 1 year of experience related to sales, customer service, or admissions
* A minimum of 3 years of experience in outside sales and/or admissions
* A minimum of 1 year of experience in customer service, sales, or admissions
* A minimum of 1 year of experience related to admissions, sales, or customer service
* A minimum of 1 year of experience related to sales, admissions, or customer service