Downloaded from <https://www.velvetjobs.com/job-descriptions/admissions-representative>

# Example of Admissions Representative Job Description

Our company is growing rapidly and is hiring for an admissions representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for admissions representative

* This position will be based in Douglas or Yakima counties in Washington State
* Complete various other projects and duties as assigned
* Obtain and complete all data relative to the registration process, admission forms and obtain signatures and insurance information and from patients, patient representatives, residents and clients
* Obtain authorizations for inpatient and outpatient visits, processes payments and receipts, and controls cash box
* Assist the Business Office staff with filing and mailings
* Sensitively assist customer with reimbursement requirements according to regulatory guidelines, and provides assistance to customers with special financial needs
* Serves as Designated School Official (DSO) for initial student I-20 documentation
* Travels to attend college day/night programs within assigned recruitment area
* Assists with campus visit programs throughout the year
* Serves as a liaison to an academic college and other campus offices for new student recruitment purposes

## Qualifications for admissions representative

* Must be self-directed & have good organizational skills
* Native or near-native Spanish language proficiency
* A minimum of 1 year of experience related to admissions, customer service, or sales
* Support the efforts of all members of the New Student Services team in a spirit of teamwork and mutual respect
* Demonstrated leadership skills through involvement in campus academic and extracurricular activities (i.e., leadership in organized living groups, student organizations, service experiences)
* Possess a high energy level and be able to work under strict deadlines