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# Example of Admissions Specialist Job Description

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

## Responsibilities for admissions specialist

* Collaborates and works with fellow admissions counselors, supervisor, and enrollment management leadership to achieve university enrollment objectives for graduate students
* Initiates and develops recruitment relationships with prospective students and the colleges through regular phone calls, emails, mail and in person interactions
* Initiates and develops recruitment relationships with college contacts and partners through regular communication via phone, email, mail and face to face interactions
* Monitors recruitment and enrollment trends for graduate admissions
* Continually responds to emails sent into CRM by students with a focus on service and recruitment
* Process applications and other documents for domestic and international day, evening, and graduate admissions
* Entry of data into the CAMS and Workday, on a daily basis
* Assist with student data daily processing
* Develop and refine processes for efficient application, evaluation and admission of international students for a variety of higher education/English language products offered to international students
* Establish and maintain productive and professional relationships with direct-admit university partners

## Qualifications for admissions specialist

* Must have at least 2 years Higher Ed experience within an Admission, Academic Advising, or Registrar Office
* Minimum of 5+ years related experience, managing multiple campus/business unit locations
* Previous call center type environment, business development and/or sales experience of consumer/ transactional or service oriented business to business experience
* Proven success leading/motiving remote sales team, as defined by territory, and accomplishing objectives
* Strong persuasion and influence skills to motivate remote team members
* Outstanding interpersonal, organizational and project management skills