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# Example of Admissions Specialist Job Description

Our company is looking to fill the role of admissions specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admissions specialist

* Assist with the onboarding of new direct admit and transfer university partners
* Continually evaluate all admission and evaluation processes to problem solve and identify where improvements can be made
* The Admissions Specialist provides lead support in efficient application processing and document management
* Student e-mails received in the general admissions box should be responded to within 48-72 hours
* Reviews all applications and administers the admissions decisions process as developed and defined by the individual Schools
* Serve as the transfer committee chair and/or admissions contact for undergraduate colleges
* Identify and monitor admitted students requiring a hold on record
* Participate as a member of freshman review committees
* Prepares student file and tracks admission process
* Maintain records and electronic files

## Qualifications for admissions specialist

* Detail-oriented with strong organizational skills, excellent follow through with timely internal and external communication to meet deadlines
* Proven success in a business consultative sales capacity, preferably with large organizations with record of producing measurable value
* Self-starter and a team-player with ability to perform in a fast-paced environment
* High degree of motivation, with driving sense of responsibility, accountability, preparation, responsiveness and service
* Strong passion and desire to help students succeed in pursing education goals
* Lead through use of technology and travel to campus locations