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# Example of Admissions Specialist Job Description

Our company is looking to fill the role of admissions specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admissions specialist

* Communicates and works as an effective team with all internal and external customers
* Cooperates and communicates effectively and harmoniously with supervisors, peers, physicians, NYU Medical Center colleagues, patients, families, and the public in a courteous and professional manner
* Develops and implements admissions policies, processes and procedures, based on industry bench marking and review of our office
* The Admissions Specialist manages all facets of application processing along with the appropriate updates within the application management system
* Manages and supervises admissions ambassadors (15-20 MBA P students) to ensure the integrity of the admissions process
* Serving as a representative of Jones School Admissions, the Admissions Specialist actively plans and participates
* The Admissions Specialist initiates and leads front-line recruitment efforts (in-person, on phone and via email) with prospective/admitted students, responding to their questions and concerns in a prompt, courteous manner
* Monitors recruitment and enrollment trends from assigned territory
* Contacts new applicants through phone calls, emails, to assist with completion of enrollment process
* Maximizes reimbursement for services rendered by appropriately identifying insurance carrier, benefits

## Qualifications for admissions specialist

* Must have good working knowledge of basic computer software, Word, Excel, PowerPoint
* Bachelor’s degree, preferably in a relevant discipline such as Education
* At least 3 years higher education admissions experience, working with or in a university setting
* Considerable knowledge of student immigration rules and regulations
* Ability to explain detailed information clearly and concisely
* Strong computer skills work with multiple software programs, database and imaging software