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# Example of Admissions Specialist Job Description

Our innovative and growing company is looking to fill the role of admissions specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admissions specialist

* Using Campus Solution, the CRM along with the Imaging System’s Workflow to process and track applicants’ information including application form, transcripts, test scores, letter of recommendation and all other documents that are required for an admission decision
* Collecting and processing Immigration documentation required for international student's admission to the United States such as Passport, Entry Visa and affidavit of financial support
* Manage, maintain, and place permanent patients contained within an internal CRM and spreadsheet by generating outbound telephone calls and emails
* Assists Supervisor in coaching and training
* Assists in interpreting academic progress toward degree
* Communicates and collaborates with relevant campus offices, administrators, liaisons, and faculty as needed to facilitate program success
* Interprets and explains community college and university policies and procedures
* Maintains consistent visit schedule to assigned community colleges
* Conducts UIS (University Information Sessions) and holds office hours to meet with prospective students
* Serves on various university and community college work groups and committees as needed

## Qualifications for admissions specialist

* Experience as a Designated School Official (DSO) as appointed by SEVP to issue I-20 immigration documents
* Advanced understanding of business processes as such relate to international recruitment and admissions
* Office management experience helpful
* Two years experience as a Credentials Evaluator II
* Working knowledge of Microsoft Office applications, internet technologies and database systems at the
* Self-disciplined and able to work independently part of a team