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# Example of Associate Director, Admissions Job Description

Our company is searching for experienced candidates for the position of associate director, admissions. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate director, admissions

* Build student community and identification with the College of Business given the unique needs of the various student populations
* Work with student leaders to provide opportunities for leadership and to serve the College of Business
* Corresponds by mail, email, and phone or in person with prospective students, counselors and enrolled students regarding required documents to complete admission procedures
* Advises and counsels students in the areas of federal, state and university policies and procedures that relate to the financial aid programs
* Evaluates junior and senior college transcripts of transferring students to determine admissibility and equivalency of transferring courses
* Exercises independent judgment in assessing the qualifications of each applicant for admission
* Maintains communication with Director of Admissions and Enrollment Management Division
* Develops and maintains close working relationships with key secondary school constituents
* Manages and coordinates the undergraduate admission appeal process, which includes initial evaluation of admissibility based on appeal criteria using high school rank, GPA, and test scores and coordination of review and documentation of appeal determinations by the admission appeal community
* Assists in the design and development of recruitment publications, promotional materials and undergraduate admissions website

## Qualifications for associate director, admissions

* Collaborates with key university offices
* Works with Assistant Director of Admissions Processing & Coordinator of Communication, to develop effective communication plans and targeted communications
* Coordinates all travel and outreach activities for undergraduate recruiters
* Facilitates inter-departmental communications to help create a positive, team-oriented atmosphere
* Oversees the hiring process and provide on-going training for all undergraduate recruiters
* Supervises day-to-day operations of undergraduate recruiters