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# Example of Associate Director, Admissions Job Description

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

## Responsibilities for associate director, admissions

* Coordinate the preparation of financial and administrative reports
* Maintain accountability for specific outreach and lead generation metrics and key performance indicators including the timeliness and accuracy of data entry and use of Constituent Relationship Management (CRM)
* Supervise, train, and perform annual performance evaluations to assigned staff - implements corrective action as needed
* Assess the training needs of Transfer Specialists and Graduate Specialists
* Develop, implement and oversee work plans for transfer and graduate admissions recruitment staff, recruitment goals, department policies and procedures
* Provide input, feedback and new strategies for marketing and communication flow
* Lead and direct Customer Relations Management system support and training for department
* Support campus based enrollment efforts in coordination with goals and objectives
* Provide training for working with diverse, traditional, and non-traditional students, and transfer and graduate admissions specialist in the area of relationship development and management
* Ensure confidentiality of appropriate information under Family Education Rights and Privacy Act (FERPA) guidelines

## Qualifications for associate director, admissions

* Ability to prepare and present oral and written reports that are clear, concise, and comprehensive
* Ability to clearly articulate wants and expectations from others and to express thoughts and ideas clearly and provide precise and constant feedback to others
* Ability to establish and maintain cooperative working relationships and to be helpful and willing to help others achieve their goals/objectives (while achieving their own) in orders to accommodate the needs and interests of colleagues and the University
* Ability to take a long-range broad approach to problem solving and decision making through objective analysis, critical thinking, and planning
* Ability to exert influence by taking responsibility, exercising authority, and leading and directing the efforts of others
* Operate with a good deal of positive energy and demonstrate a passion for their work, including the capacity to keep others equally engaged and motivated