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# Example of Associate Director, Admissions Job Description

Our innovative and growing company is looking for an associate director, admissions. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate director, admissions

* Identify, clarify, and resolve program issues and concerns with substantial significance in accordance with established policies and procedures which may span multiple areas, using advanced technical and professional knowledge requiring independent judgment
* Respond to inquiries regarding university policies and procedures requiring interpretation
* Develop long-range planning and policy development for MBA Admissions
* Interpret, implement and ensure compliance with university, academic and administrative policies
* Independently make decisions regarding projects and initiatives within confines established by management
* Identify, manage relationships, and negotiate with external and internal partners
* Works independently and remotely 100% of the time to generate new prospective student leads through national open house and on-campus presentations, graduate/career fairs/conferences, and the development of college career advisor and pre-vet club relationships
* Exercises independent judgment in conducting professional, probing and challenging interviews of candidates for admission to the veterinary program
* Advises the manager on recruiting trends and developments gleaned from recruiting visits and discussions with their regional staff
* Presents as assigned at national Open Houses

## Qualifications for associate director, admissions

* Comfortable in a fast-changing environment and willingness to take risks and consider new and untested approaches
* Fosters a climate of innovation and is open to new ideas
* Experience in organizational skills and attention to details
* Evidence in effective oral and written communication skills including presentations, public relations, and public speaking
* Two years’ experience as Assistant Director where similar skills were required
* Experience in participating in professional development opportunities and has demonstrated those skills