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# Example of Associate Director, Admissions Job Description

Our growing 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

* Responsible for identifying and assigning recruitment territories
* Provide training for new hires
* Manage Communication Plan for all inquiries
* Work with the Director of Admissions and Recruiting to identify new markets
* Provide, to the Recruiters, assistance with travel paperwork and reconciling LaCarte items
* Assist with Enrollment plans
* Lead the office with planning and implementation of special recruitment activities, such as prospective student days and high school counselor functions
* Monitor and update the prospective student website
* Work with the team of Admission Counselors/Recruiters to achieve university enrollment goals
* Serve as supervisor to the LSUA Admissions and Recruitment staff and Call Center staff when the Director is not available

## Qualifications for associate director, admissions

* Bachelor's Degree and 5+ years of directly related professional experience
* Master’s Degree in Student Services or related discipline
* Documented success in college admissions (at least 2 years in admissions)
* Ability to succeed in a dynamic, fast paced environment
* A bachelor’s degree with 3 years of college admission experience required
* Of graduate education issues is desirable