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Description:The Admissions Manager reports to the Director of Admissions and works closely with the admissions team, as well as other departments within the school. The Admissions Manager must be an excellent communicator, both written and verbal, and have the ability to manage multiple projects simultaneously. He or she must also be able to work independently and be comfortable taking initiative.

Responsibilities:Serve as the primary point of contact for all admissions-related inquiries

Oversee and manage the admissions process from start to finish, including but not limited to applications, interviews, testing, and acceptances

Work closely with other departments, such as marketing, to ensure a coordinated and cohesive approach to recruitment

Develop and implement creative recruiting strategies designed to attract a diverse pool of qualified applicants

Evaluate and review all applications to determine eligibility and fit for the program

Schedule and conduct interviews with prospective students and their

families**Requirements:**Bachelor's degree in marketing, business administration, or related field

3-5 years experience in admissions, marketing, or customer service management

Proven track record of meeting and exceeding goals and targets

Excellent leadership, communication, and interpersonal skills

Strong organizational and time-management skills

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