**Law School Admissions Officer Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Law School Admissions Officer who will be responsible for managing inquiries and making contact with prospective students via telephone or email and live chat in addition to conducting student interviews.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide counseling and overall customer service to prospective students at all stages in the admissions process via telephone, e-mail, and campus visits.
* Cultivate partnerships and pipeline relationships with other organizations and institutions, such as school districts and professional organizations.
* Assist in the research and development of contact lists for potential new marketing and recruitment channels, partnerships, and outreach.
* Maintain ongoing communication with applicants throughout the admissions process
* Coordinate monthly Open Houses with faculty and/or student/alumni presenters.
* Attend recruitment fairs, and applicable conventions and conferences.
* Create an annual directory of current student contacts and classes open for visitors, to be shared with prospective students.
* Coordinate the reading and interview processes and schedules with faculty and/or program directors as well as invite and host admissions finalists for an interview, and prepare the acceptance agreement packets.
* Manage and monitor deferred enrollments and wait-listed applicants.
* Distribute admissions statistic reports and lists to faculty and/or program directors.
* Perform other related tasks, duties, and responsibilities as required, assigned, or directed.

### About you

* Experience in admissions or enrollment management preferred.
* Ability to travel and work a varied schedule including weekends and evenings.
* Ability to load and transport admissions materials, displays, and other equipment.
* Ability to represent the office and University in a professional manner.
* Ability to work with a wide range of people and a commitment to diversity.
* Excellent verbal and written interpersonal communication.
* Demonstrated ability to work effectively both independently and as part of a team.
* Highly motivated with a positive attitude.
* Strong commitment to customer service and student focus.
* Valid Driver’s License required or reliable transportation to travel on behalf of the university is required.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]