

Admissions

Background –

Those working in admissions positions work within their department or college to recruit, assist, and admit students into their program(s). Positions within this field are Admissions Counselor, Assistant/Associate Director of Admissions, Director of Admissions, and Dean of Admissions. Day to day duties may include meeting with groups of prospective students or individuals, assisting students in filling out forms or choosing courses, and possible travel to high schools for recruitment.

What can I expect to earn in this field? \$61, 878*

What classes at GVSU may help me in this field? Discuss with your advisor which courses among those on this list, along with other courses not listed here, would best serve your career goals.

1. **SOC 301** – Interpersonal Communication
2. **SOC 303** – Small Group Communication
3. **EDF 100** – Hands on experience volunteering in Grand Rapids Public Schools
4. **EDF 315** – Diverse Perspectives in Education
5. **PSY 302** – Psychology of Adjustment
6. **PSY 331** – Adolescent Development
7. **PSY 325** – Educational Psychology



What experiences outside of my classes would better prepare me for a career in this field?

1. Grand Valley offers two Master's Programs in Higher Education
 - a. Adult and Higher Education
 - b. College Student Affairs Leadership
 - c. More information - <http://www.gvsu.edu/grad/highered/>
2. Volunteer or apply to work as an Orientation Assistant at Grand Valley
 - a. More information - <http://www.gvsu.edu/careers/lakerjobs-18.htm>

What skills may be important for someone in this field? Listening and communication skills (oral and written) are extremely important. In addition, organizational skills, the ability to connect with students about their career paths and passions, cultural competency, and the ability to advocate and support advancing the concerns of students within the college and those applying to the college are all important attributes of an admissions counselor.

Possible Employers – Colleges and Universities usually have one or more admissions departments

*Salary.com (2017) for “Associate Admissions Director” with less than 5 years’ experience