

Job Advertisement

SUNY Korea

Job Title: Admissions Officer	
Job Code:	Grade:
Reports to: Dean of Admissions & Public Relations	
Salary Range: TBA	
Priority Deadline: ASAP	

Responsibilities

The admissions officer works to recruit and communicate with new students from a variety of venues. He or she travels to secondary schools to meet with students, and answers questions about the university and evaluates potential applicants. He or she might create or lead recruitment initiatives, and conduct counselling with parents, students, and school representatives to give adequate information about university education.

Following are the job functions of the admissions officer:

- Organize recruiting events and represent SUNY Korea at college fairs, secondary schools, and other promotional venues.
- Deal with admissions queries from prospective students, parents, and teachers which are made in person, by telephone or by email.
- Process applications in accordance with admissions procedures.
- Handle confidential students' records and enter data into the system.
- Conduct assessment on ongoing applications and provide a follow-up service.
- Carry out general administrative duties and other tasks in accordance with the needs of the Recruitment and Admissions Team

Qualifications

- Bachelor's degree is required, but master's degree is preferred
- Five or more years of experience in a related field, preferably in a higher educational setting
- Fluency in both Korean and English writing and communication skills
- Computer skills with statistics can be helpful in analyzing admission information

Job Advertisement

SUNY Korea

Job Title: Website Project Manager	
Job Code:	Grade:
Reports to: Dean of Admissions & Public Relations	
Salary Range: TBA	
Priority Deadline: ASAP	

Responsibilities

The website project manager works to perform the website renewal project including the main website and the seven department homepages. He or she executes follow-up management after the project and maintains a stable website. He or she may provide effective online marketing strategies for the recruitment of Admissions and Public Relations.

Following are the job functions of the website project manager:

- Conduct overall website renewal project planning, operation and management
- Handle website maintenance and content management after the renewal project
- Carry out website planning and daily update (campus news, information etc.) as well as maintaining the linkage of social media and newsletter
- Analyze website data and cooperate marketing strategies for admissions recruitment

Qualifications

- Three or more years of experience in a related field, preferably in a web agency with expert knowledge of communication, planning, and data analysis
- Excellent strategic planning skills for website to achieve SUNY Korea's objectives and goals
- Ability to create an efficient outcome of website development and communication with an outsourcing agency
- Experienced in marketing strategic planning and UX/UI design to lead website users
- Great understanding of website visualization, technical solution, content planning and creating
- Fluency in both Korean and English writing and communication skills