

Job Description

Admissions Officer

SUNY Korea Admissions | February 15, 2021

This position holder has responsibility for undergraduate admissions of SUNY Korea, focusing on admission processes and systems management. He/she will also be responsible for various application processes, and some knowledge and experience on the application management system will be advantageous.

Responsibilities

- Review and analyze student's application data and information.
- Deal with admission inquiries by providing admission counseling services, guidance, and administrative support to prospective students, parents, or guardians.
- Serve as a resource person to students, parents, community, high schools, and other related institutions regarding admission to SUNY Korea.
- Interpret admissions policies and procedures; respond to general questions about the campus life and academic programs.
- Manage and develop the application management systems of SUNY Korea.
- Other duties related to recruitment activities and promotional campaigns may also be assigned as deemed necessary.

Required Skills

- Professional command of English and Korean (written and oral)
- Effective administrative skills to organize and prioritize workload to meet deadlines while maintaining a high level of accuracy
- Ability and readiness to deliver presentations on the University's values/uniqueness that he/she works for
- Communication skills are needed with high standard customer services
- Ability to provide an accurate interpretation of rules/regulations/policies in the provision of useful advice/information for customers
- Knowledge of MS Word, Excel, PowerPoint, and other frequently used software in professional settings and application management systems

Qualification

- Bachelor's degree from an accredited college or University
 - Minimum of one (1) year experience in higher education admissions will be *preferred*.
 - Knowledge and experience in software engineering, programming, information technology, and systems development will be *advantageous*.