Core Competencies of the Admissions Team Leader

1. Leadership Skills
   - He/She should have leadership and skills which include being proactive, forward-looking, and an exploring attitude.
   - He/She will have several team members and diverse duties, and needs to lead them through the processes. He/She should be open-minded, flexible, and be willing and able to help team members grow. Decision-making skills, along with determination, ownership and fair/reasonable judgement skills, are also required.

2. Management Skills
   - The Team Leader should have exceptional management skills. He/She is required to have a good understanding of budget planning and control.
   - He/She should have skills in examining operations and procedure, provide policy, develop innovative ideas and strategies, and find efficient procedures.
   - He/She should be able to design and write promotional materials and lead the team to high results.

3. Presentation Skills
   - The Team Leader should have excellent presentation skills and techniques. He/She should be able to mastermind promotional events and deal with large audiences.
   - There will be many offline and online fairs for Admissions, and the Team Leader should smoothly organize and partake in various events.

4. Communication and Interpersonal Skills
   - The Team Leader should be able to get on well with others within the Team and other staff/faculty members at the university. He/She should have a clear idea of inclusiveness and be willing to communicate and work with the leadership team and academic departments.
   - He/She should possess the skills to facilitate internal communication, resolve conflicts, balance work among team members, and solve problems.

5. Proficient in both English and Korean
   - The Team Leader should have a good command of English in both speaking and writing. He/She will communicate with the NY Home Campus. Both Korean and English speaking and writing skills are required as there are many papers, reports, and notes to be written in both languages.

6. Relevant Knowledge
   - The Team Leader should have extensive knowledge of the higher education systems and the secondary education systems in Korea and the USA. He/She should exhibit professionalism about market insight, knowledge and experience in higher education. He/She should have knowledge about the university's admissions policies and standards, and have the ability to evaluate applicants' transcripts and records.
   - The Team Leader should be able to gather data, compile information, and prepare reports. Proficiency with the MS Office Suite is required.