

Admissions Team

Dept./Office	Admissions
Team	Admissions Team
Position	Admissions Officer
Reports to	Admissions Team Leader

Position Summary

This position holder has responsibility for undergraduate admissions of SUNY Korea, focusing on admission processes and working to recruit and communicate with new students from a variety of venues. He or she travels to secondary schools to meet with students, answers questions about the university, and evaluates potential applicants. He or she might create or lead recruitment initiatives, and conduct counseling with parents, students, and school representatives to give adequate information about university education. He/she will also be responsible for various application processes, and some knowledge and experience about the application management system will be advantageous.

Responsibilities

- Organize recruiting events and represent SUNY Korea at college fairs, secondary schools, and other promotional venues.
- Review and analyze students' application data and information.
- Deal with admission inquiries by providing admission counseling services, guidance, and administrative support to prospective students, parents, or guardians in person, by telephone, or by email.
- Serve as a resource person to students, parents, the community, high schools, and other related institutions regarding admission to SUNY Korea.
- Interpret admissions policies and procedures; respond to general questions about campus life and academic programs.
- Process applications in accordance with admissions procedures.
- Handle confidential students' records and enter data into the system.
- Conduct assessments 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.

Required Skills

- Fluency in both Korean and English writing and communication skills
- Effective administrative skills to organize and prioritize workloads to meet deadlines while maintaining a high level of accuracy
- Ability and readiness to deliver presentations on the University's values/uniqueness
- A high standard of communication skills, specifically related to 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

Qualifications

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