

# Admissions Team Member

<b>Dept./Office</b>	Admissions
<b>Team</b>	Admissions Team
<b>Position</b>	Team Member ( <b>Student Recruitment &amp; Marketing Specialist</b> )
<b>Reports to</b>	Director of Admissions

## Position Summary

SUNY Korea is seeking a talented new team member to join the Admissions Team as a **Student Recruitment and Marketing Specialist**. This position holder will be responsible for a wide variety of duties related to promoting SUNY Korea and its programs. He/She will be in charge of communicating with new students from a variety of venues. He/She will write press releases, create content for social media channels, and lead or support recruitment events.

## Responsibilities

- Write press releases for domestic & international press & media.
- Create and manage promotional materials in print and for social media channels, including but not limited to, YouTube, Instagram, Facebook, Naver Blog, and the Admissions section of the SUNY Korea website.
- Provide support at online/offline domestic recruiting events and represent SUNY Korea at college fairs, secondary schools, and other promotional events.
- Recruit and manage Student Ambassador programs to promote SUNY Korea and to contribute to recruitment events.
- Support and work with other admissions officers including, but not limited to, online/offline information sessions, experience day, college counsellors invitation, AE (Access to Excellence) program and other recurring/nonrecurring events.

## Requirements

- Fluency in both English and Korean writing and communication skills
- Effective administrative skills to prioritize and 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 prospective students & parents' services
- Accurate interpretation of rules, regulations, and policies for prospective students
- Knowledge of MS Word, Excel, PowerPoint, and other frequently used software in professional settings and application management systems

## Preferences

- Candidate with related degree/major preferred
- Experience in higher education preferred