

## Job Advertisement

SUNY Korea

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|--------------------------------------|---------------|
| <b>Job Title:</b> Admissions Officer |               |
| <b>Job Code:</b>                     | <b>Grade:</b> |
| <b>Reports to:</b>                   |               |
| <b>Salary Range:</b> TBA             |               |
| <b>Priority Deadline:</b> 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 counseling 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.
- Dealt with admissions queries from prospective students, parents, and teachers 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 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

### Qualifications

- Bachelor's degree is required, but master's degree is preferred
- Work experience in a related field, preferably in a higher educational setting will be preferred
- Fluency in both Korean and English writing and communication skills
- Capacity for other languages will have some advantages
- Computer skills with statistics can help analyze admission information