

Admissions Officer

Dept./Office	Admissions
Position	Team Member (Admissions Officer)
Reports to	Director of Admissions

Position Summary

SUNY Korea is seeking a talented new staff member to join Admissions Office. 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 destinations. 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

- Review and analyze student's application data and information.
- 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.
- Produce Application Review Report after spring & fall application spring end including detailed data analysis
- 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.
- Organize recruiting events and represent SUNY Korea at college fairs, secondary schools, and other promotional venues.
- 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 the campus life and academic programs.
- Carry out general administrative duties and other tasks in accordance with the needs of the Recruitment and Admissions Team.

Requirements

Must

- Fluency in both English and Korean writing and communication skills
- Effective administrative skills to organize and prioritize workloads to meet deadlines while maintaining 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
- Skilled at interpreting and explaining rules, regulations, and policies to prospective students
- Knowledge of MS Word, Excel, PowerPoint, and other frequently used software in professional settings and application management systems
- A valid driver's license is required, and strong driving skills are essential.

Plus

- Having experience working in a university admissions office or a high school college counseling department can be considered a plus.