

Admissions Officer

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

Position Summary

SUNY Korea is seeking a talented new team 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.

Responsibilities

- Review and analyze students' application data and information.
- Handle confidential student records and input data into the system.
- Assess ongoing applications and provide follow-up services.
- Respond to admission inquiries by offering counseling, guidance, and administrative support to prospective students, parents, or guardians in person, by phone, or via email.
- Organize recruiting events and represent SUNY Korea at college fairs, secondary schools, and other promotional venues.
- Perform general administrative duties and other tasks as required by the Recruitment and Admissions Team.

Requirements

Must

- Bachelor's degree
- Fluency in both English and Korean writing and communication
- Proficiency in MS Office suite (Word, Excel, PowerPoint) and other common professional software, including application management systems
- Understanding of Diversity, Equality, and Inclusion principles

Plus

- Experience working in a university admissions office or a high school college counseling department
- Ability and readiness to deliver engaging presentations on the University's values/uniqueness
- Strong administrative skills to organize and prioritize workloads, meet deadlines, and maintain high accuracy