

# Admissions Team Member

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

## Position Summary

SUNY Korea is seeking a talented new team member to join the Admissions Team. This position holder has responsibility for **undergraduate admissions** at SUNY Korea, focusing on admission processes and working to recruit and communicate with new students from a variety of venues. The role involves traveling to secondary schools, creating recruitment initiatives, and counseling parents, students, and school representatives. He/she will also be responsible for various application processes; therefore, some knowledge and experience about the application management system will be advantageous.

## Responsibilities

- Review and analyze students' application data and information.
- Handle students' confidential records and enter data into the system.
- Conduct assessments on ongoing applications and provide a follow-up service.
- 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 campus life and academic programs.
- Carry out general administrative duties in accordance with the needs of the Admissions Team.

## Requirements

- Fluency in both English and Korean 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 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