

Admissions Manager
Duke Kunshan University
Job Description

Position Overview:

The Admissions Manager will perform administrative and management support to the Director of Admissions and Financial Aid and to his/her teams.

Reports to:

Director of Admissions and Financial Aid

Essential Duties:

- Ensure the compliance of the admissions policies and procedures determined by the Admissions Committee
- Be accountable for the effective communication of admission policies and procedures to both internal and external stakeholders
- Prepare statistical reports, analysis and policy documents for admissions
- Conduct regular review of procedures and propose changes
- Assist the Director to supervise staff members to ensure smooth operation in Admissions
- Other tasks assigned by the line manager
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Candidate should possess at least an undergraduate degree. Graduate degree is preferred.
- 6+ years of experience in administrative and executive, or other related occupation. Working experience in Higher Education is highly preferable.
- Ability to resolve complex administrative problems independently.
- Excellent organizational skills and excellent problem-solving ability.
- Strong communication and relationship building skills are essential.
- Strong command of both written and spoken English and Chinese.
- Must have good skills in Microsoft Word, Excel, and PowerPoint. Willingness to learn new software is preferable.
- Ability to work within a team environment.