

Admissions Officer
Duke Kunshan University
Job Description

Position Overview:

The Admissions Officer 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:

- Analyze the applications of prospective students based on standard admission policies and perform preliminary review of applications as appropriate.
- Provide assistance in admissions quota management.
- Advise both internal and external stakeholders about the admissions procedure, eligibility for admissions/application, and to answer any procedural or technical issues related to application submission.
- Prepare, review and summarize various admissions reports and documents, draft background documents, and incoming and outgoing communication as necessary.
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Receive and interact with incoming visitors, answer phone calls and respond to emails from applicants, parents and partner organizations.
- Support the management of the team budget, including planning and records keeping, financial matters related to the team, and track expenses for projects and prepare expense reports.
- 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.
- Knowledge of Chinese Gaokao and understanding of Joint Venture Institutions are essential.

- 1-2 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.
- Highly detail oriented with a critical degree of accuracy regarding data entry and analysis.
- Excellent organizational skills and excellent problem-solving and analytical ability.
- Strong communication and relationship building skills are essential.
- Proficiency in 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 independently as well as part of a team.