Enrollment Coordinator
Duke Kunshan University
Job Description

Position Overview:
The Enrollment Coordinator will perform administrative and management support to the Dean of China Enrollment Management, coordinate office-wide events/projects, and participate in undergraduate student recruitment activities as needed. The Enrollment Coordinator is an important member of the Office of China Enrollment Management playing a key role of facilitating intra-office and inter-office collaboration.

Reports to:
Dean of China Enrollment Management

Essential Duties:

⚫ Manage daily administrative work of the Office of China Enrollment Management; be responsible for calendar management, requiring interaction with both internal and external executives and assistants, to coordinate a variety of complex tasks in support of the teams.

⚫ Perform diverse scheduling, travel arrangements, event planning, and coordinating tasks.

⚫ Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.

⚫ Review and summarize various reports and documents; prepare background documents and outgoing communication as necessary; prepare reports, keep records and files for the China Enrollment Management team.

⚫ Manage the Enrollment team budget, including planning and records keeping; manage financial matters related to the Enrollment team. Track expenses for projects and complete expense reports.

⚫ Participate in undergraduate student recruitment activities when needed, such as visiting high schools, hosting information sessions, organizing Open House events, answering phone calls from prospective students and their parents, etc.

⚫ Support the Dean of China Enrollment Management to mobilize and lead cross-department efforts to organize major events related to student recruitment and 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 at least possess an undergraduate degree. Graduate degree is preferred.
- 2+ years of experience in administrative and executive, or other related occupation. An aptitude for performing administrative tasks desired.
- Passionate about career development in the higher education sector.
- 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, PowerPoint and Access. Familiarity with a range of computer software programs. Must adapt well to new technologies.
- Ability to work within a team environment.