

## **Recruitment and Admissions Officer for Electrical and Computer Engineering**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint a Recruitment and Admissions Officer to become a member of our Global Student Recruitment & Marketing Team. DKU is looking for qualified candidates willing and able to plan and take part in a wide variety of activities that will promote all of our graduate and undergraduate academic programs with a special emphasis on our Master of Engineering Program in Electrical and Computer Engineering (ECE MEng). The Recruitment and Admissions Officer will be responsible for growing enrollments of qualified students in both China and international markets.

##### **Reports to:**

Director of the ECE MEng Program with a dotted line reporting relationship to the Director of Graduate Studies

##### **Essential Duties:**

- Create and implement a comprehensive annual recruiting strategy, including developing appropriate faculty/staff/student contacts at targeted institutions, identifying and establishing industrial partners for joint student recruitment and other actions as directed.
- Represent the ECE MEng program, and other programs when necessary, traveling to 30 ~ 40 on-campus and/or off-campus recruiting events throughout China and internationally, especially during the peak recruiting season.
- In conjunction with the marketing department, work to develop and implement a comprehensive annual marketing strategy which promotes ECE MEng enrollment efforts; this includes assisting with print materials, various forms of social media outreach, campus postering, and other mediums as appropriate.
- Support marketing efforts originated and led by DKU's Communication Department, including updating the program's web pages and producing regular news and information that can be published on the University's website.
- Coordinate online application process with Duke University. Assist in the admissions process for the ECE MEng program when appropriate.

- Manage prospective applicant inquiries. Communicate regularly with prospective applicants from their initial inquiry to matriculation and helping them navigate the application process.
- Manage and track applications and assist in the collection of all necessary forms required by Duke and DKU when appropriate.
- Assist in facilitating the awarding of scholarship aid to students when appropriate.
- Communicate applicant information to appropriate faculty and staff.
- Maintain detailed and accurate budget for ECE MEng marketing and recruitment efforts.
- Maintain detailed reports on marketing and recruiting activities.
- Actively participate in staff training and development events.
- Collaborate with colleagues at DKU and Duke, with the ability to be an effective team leader and/or member.
- Other tasks as assigned.
- 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:**

- Minimum of 2 years professional experience in academic admissions and recruitment, academic administration, international education, study abroad or related area.
- Master's degree a plus.
- Strong interpersonal, written and verbal communication skills in both Chinese and English. Comfortable presenting to large groups as well as in one-on-one conversations.
- Excellent relationship management skills, passionate about helping prospective applicants learn more about DKU's ECE MEng program.
- Demonstrated project management and planning skills for complex projects with tight deadlines.
- Ability to be an effective team member and to work independently.
- Proficiency in use of computers and new technologies, experience using graphic design and photo editing software would be a plus.
- Highly organized with ability to multi-task. Enjoys working in a fast-paced environment.
- Ability to work with a flexible schedule and to travel extensively during major recruiting seasons (September 1 ~ December 15 and February 15 ~ April 15).
- Results - oriented individual with strong critical thinking and analytical skills.