

**Student Recruitment Officer**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Duke Kunshan University seeks an energetic, highly motivated recruiter to join our enrollment team. The qualified individual will have recruiting experience on the ground in China or other parts of the world. They will work closely with the Dean of Enrollment and the Director of Global Student Recruitment on recruiting initiatives, meet and engage with potential applicants, and forge strong ties with local Chinese and international high schools in support of our four-year liberal arts undergraduate degree program.

**Reports to:**

Assistant Director of Undergraduate Student Recruitment for China, Asia and Africa

**Essential Duties:**

- Serve as a University recruiting representative in various parts of China and other East Asian countries.
- Develop recruiting relationships with prospective students and their parents as well as with high schools, community leaders and other influencers within markets assigned.
- Work with Enrollment Team, including senior recruitment, admissions, and financial aid teams at the University to ensure the Duke Kunshan messaging is attracting sufficient attention and that the value proposition of the Duke Kunshan University undergraduate program is well understood by potential applicants and other stakeholders.
- Contribute to the formulation and implementation of the overall University undergraduate recruitment strategy.
- Communicate with interested candidates throughout the recruitment process to ensure they are having their inquiries answered, remain as a point of contact through matriculation to help with yielding admitted students.
- This position requires extensive travel during fall and spring recruiting seasons.
- 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:**

- Qualified candidates will have recruitment experience in an educational environment or other organization. University recruitment experience a plus.
- Must be able to communicate effectively verbally and in written form in both English and Chinese (Mandarin).
- Must have excellent people skills and be able to engage with a diverse set of communities across the Chinese education landscape, international experience a plus.
- Equally comfortable conducting presentations to large groups as well as in one-on-one conversations with prospective applicants, parents, school and community leaders.
- Must possess solid problem-solving skills and be a creative thinker.
- Must be a good manager of time, schedules, and projects as well as understand and appreciate the importance of punctuality and meeting deadlines, strong multi-tasking skills.
- Must be a self-starter capable of working in teams as well as individually. Must be willing to travel as needed, have an entrepreneurial mindset, and be able to work with minimal supervision.
- Must be able to think strategically and manage budget related to markets assigned.
- Must be comfortable and professional in terms of handling confidential information with great discretion.
- Qualified candidates should have an undergraduate degree, master's degree a plus.