

Student Recruitment Officer
Duke Kunshan University
Job Description

Position Overview:

Duke Kunshan University, a Sino-Foreign Cooperative University established by Duke University and Wuhan University, is seeking energetic and highly motivated professionals to join our student recruitment team. They will work under the direction of Dean of China Enrollment Management on planning and implementing various student recruitment strategies and activities in support of our unique liberal arts undergraduate degree education.

Reports to:

Manager of Undergraduate Student Recruitment of China

Essential Duties:

- Serving as a University recruiting representative in various parts of China to organize information sessions and other student recruitment events.
- Developing recruiting relationships with prospective students and their parents as well as with high schools, community leaders and other influencers within markets assigned.
- Working with the senior marketing, recruitment, admissions, and financial aid leadership teams at the University to ensure that 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.
- Contributing to the formulation and implementation of the overall undergraduate student recruitment strategy.
- Communicating with interested candidates throughout the recruitment process to ensure they are having their inquiries answered and serving as a point of contact through matriculation to help with yielding admitted students.
- This position requires extensive travels, particularly in the fall and winter.
- 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:

- Passion about and long-term commitment to career development in the higher education sector.
- Qualified candidates will have recruitment experience in an educational environment or other organization. University recruitment experience is a plus.
- Ability to communicate effectively in both English and Chinese (Mandarin).
- A quick learner who can continuously seek and accumulate the knowledge and expertise about different aspects of the university, particularly the liberal arts education model and student experiences.
- Excellent people skills to engage with a diverse set of communities across the Chinese education landscape. International experience is a plus.
- Ability to host presentations to a large audience as well as to have one-on-one conversations with prospective applicants, parents and school leaders.
- Solid strategic and creative thinking and problem-solving skills.
- Strong time management, project management and multi-tasking skills.
- A self-starter capable of working in teams as well as individually. Willing to travel on a regular basis.
- Ability to professionally handle confidential information with discretion.
- Qualified candidates should have an undergraduate degree; a master's degree is preferred but not required.