

Job Description

Admissions Officer (Intern)

SUNY Korea Admissions | March 23, 2021

Responsibilities

- Deal with admission inquiries by providing admission counseling services, guidance, and administrative support to prospective students, parents, or guardians.
- Serve as a resource person to students, parents, community, high schools, and other related institutions regarding admission to SUNY Korea.
- Interpret admissions policies and procedures; respond to general questions about the campus life and academic programs.
- Organize and support recruitment activities and promotional campaigns.

Required Skills

- Competent command of English and Korean (written and oral)
- Communication skills are needed with high standard customer services
- Ability to provide an accurate interpretation of rules/regulations/policies in the provision of useful advice/information for customers
- Knowledge of MS Word, Excel, PowerPoint, and other frequently used software in professional settings and application management systems

Qualification

- Bachelor's degree from an accredited college or University