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**Job Description –Head of Admission Office**

Department: Admission Office

Report to: Vice-Chancellor

**Position Summary**

The Head of Admission Office shall be responsible for the overall management of Admission Office.

* Provide leadership, guidance, and supervision to the Admissions Office;
* Develop and execute admissions planning, departmental developing strategy, policies and the workflow, which should be aligned with the University admissions strategy, and lead performance review relating to admissions;
* Develop and maintain relationships with internal and external shareholders including, but not limited to, faculties, schools, departments, staff, partners, students, parents, agents, government offices;
* Launch and develop on & off campus activities to support student recruitment;
* Manage admissions process for Gaokao recruits, as well as postgraduate and international students;
* Provide information, advice and support to enquirers, applicants and students;
* Supervise the Admissions related information published on websites, social media and etc;
* Expand and enhance the public image of WKU through effective recruitment campaign;
* Provide support, guidance, and advice to staff across the University on student recruitment and admissions;
* Represent the University externally in conferences, seminars, events and etc;
* Accountable for data informed decisions

**Required Qualification**

* Master’s degree or above OR vice-senior title or above.
* Over 5 years’ work experience in college admission office
* Excellent skills of event programming and data analysis
* Be familiar with China and international student recruitment policy
* Excellent fluency in both oral and written communication in English and Chinese
* Motivated to work at university context. Demonstrate strong abilities in data analysis, communication and coordination. Demonstrate critical understanding towards student-orientated services, and be capable of working under high pressure.

**Preferred Qualification**

* Used to work or study in Sino-foreign cooperative university or English speaking university overseas.
* Have marketing, computer science or educational management related education background

**岗位书 - 招生办负责人**

部门：招生办公室 汇报：副校长

**岗位职责：**

* 全面负责招生办工作
* 根据学校招生战略规划编制、实施并完成招生计划、部门发展战略、规定及工作流程，考核部门内员工；
* 为达成战略目标，发展并保持与校内及校外相关部门及群体的良好关系，包括但不限于：教师、院系、学生、家长、中学、中介机构、政府部门；
* 开展校内外各项招生活动；
* 管理高中毕业生、研究生以及国际学生的招生流程；
* 为咨询者、申请者和学生提供相关资讯、建议和支持；
* 实时监控招生相关舆论，包括但不限于网站、媒体等；
* 通过多种招生活动提升温州肯恩大学公众形象；
* 为校内其他部门员工提供招生相关的支持、指导和建议；
* 代表学校参加校外的招生相关会议、研讨会及各项活动；
* 负责数据决策及部门汇报工作；

**必要条件**

* 硕士及以上学位，或副高及以上职称
* 5年及以上高校招生相关工作经验
* 有出色的组织策划及数据分析处理能力
* 有优秀的中英文口语及书面交流能力
* 熟悉中国及国际招生政策
* 热爱高校工作，较强的沟通协调能力，对以学生为本的服务理念理解深入

**优先条件：**

* 有中外合作大学或海外求学、工作经历者优先；
* 有市场营销、计算机软件、教育管理等专业或是相近专业背景者优先；