**岗位说明书——国际招生专员岗位**

所属部门：招生办 汇报机制: 助理主任

**岗位职责：**

1. 负责境外学生招生、自主招生政策的研究和计划的制定；
2. 负责申请咨询工作；
3. 负责组织教育展和高中招生咨询会；
4. 负责招生宣传渠道的建立和市场的推广；
5. 负责招生宣传材料的制定；
6. 负责组织申请材料的审核、组织申请人的面试及完成录取流程；
7. 负责境外学生入学后数据追踪及研究；
8. 完成学校及部门安排的其他工作。

**必备条件：**

1. 硕士及以上学位；

2. 具有较强的计算机应用及分析能力；

3. 有较强的组织、宣传和协调能力；

4. 具有良好的英语口头、书面表达能力；

5. 能胜任加班等高强度的工作环境。

**优先条件：**

1. 具有海内外高校招生经验者优先。

**Job Description - International Student Admissions Specialist**

Department: Admissions Office Report to: Assistant Director

**Responsibilities:**

1. Be responsible for developing policies and plans.
2. Be responsible for counseling management.
3. Be responsible for organizing Expos and high school recruitment events.
4. Be responsible for channel and market management.
5. Be responsible for promotional materials management.
6. Be responsible for reviewing application materials, testing and processing application procedures.
7. Be responsible for the data analysis of enrolled students.
8. Be responsible for other works assigned by department and university leadership.

**Required Qualification:**

1. Master degree or above.
2. Strong office and data analysis ability.
3. Strong organizational, marketing and coordination capacity.
4. Good oral and writing English skill.
5. Be able to work overtime and other high-intensity working environment.

**Preferred Qualification:**

1. With working experiences in admissions office in higher education institutes in China or abroad is preferred.