

Student Recruitment Officer

Company

The role of the Student Recruitment Officer is to work with the Admissions team and management to contribute to the success of the Business School China through the development and implementation of marketing plans and initiatives. The Student Recruitment Officer will work with the team on recruiting initiatives for China campus in line with the School's strategy and objectives.

The office is based in Suzhou.

Responsibility

• Student recruitment 招生部分

- Support all student recruitment and admissions events and activities, including participating in education fairs and events in various parts of China and other Asian countries.
协助所有招生与录取的活动，包括参加国内及其他亚洲国家举办的各类教育展。
- Develop recruiting relationships with prospective students and their parents as well as with high schools and other influencers.
与潜在学生和家、高中及其他招生影响者建立并发展良好的招生关系。
- Communicate with interested candidates throughout the recruitment process and ensure they have their inquiries answered, and follow-up with applications in a timely manner.
保持与候选人在招生过程中的良好沟通，保证候选人的问题得到回应，并及时跟进候选人的申请进程。
- Support academic partnership and related recruitment presentations and events
支持学术伙伴关系的维护及相关招生宣讲活动。
- Prepare monthly reports on all actual and foreseen variations to student recruitment, events and activities, and budget.
呈现月度招生、活动举办及经费使用情况的数据报表。
- Represent Suzhou Campus in a professional manner at all times.
工作期间呈现出代表苏州校区的专业度

• Others 其他

- Support in extension of partner relationship for Career Center.
拓展与学生就业指导中心相关的伙伴关系
- Make sure the regular cooperation with other front and back office colleagues, achieve the same working goal.
与团队其他同事保持良好的沟通和密切的合作，以完成共同的工作任务。

Requirement

- Bachelor degree or above
本科及以上学历
- 2- or 3-years working experience related to student recruitment, sales or marketing development in higher education
有两至三年的高校招生或市场拓展经验
- Excellent skills to do presentation, good public speaking and interpersonal communication skills

优秀的演讲技能，良好的人际沟通能力

- Be able to communicate effectively verbally and in written form in both English and Mandarin, French is a plus
中英文口语及书面高效、流利沟通
- Possess strong problem-solving ability and be a creative thinker
拥有较强的问题解决能力，有创造性思维
- Be a good manager of time, schedules and projects, and meet deadlines
良好的时间及规划能力，项目管理能力
- Be willing to travel on regular basis
愿意定期出差
- Be able to work under pressure
较强的抗压能力

Please send your resume to: sh-recruitment@ccifc.org