



## Job Description – Associate, Welcome Center

**Department:** Admissions

**Reports to:** Assistant Dean of Admissions

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### **Position Summary**

The admissions associate's primary role is to oversee the daily operation and management of the Welcome Center. Meanwhile, the associate will participate in other recruitment activities like outreach and the selection process.

### **Responsibilities**

- Manage training of student ambassadors and their job assignment.
- Track reservations taken by phone and electronic campus reservations for all admission events.
- Oversee the arrangement and execution of campus tours on a weekly basis.
- Handle admissions inquiries from prospect students and parents.
- Oversee the daily operation and management of the Welcome Center.
- Participate in other recruitment activities like outreach and the selection process.
- Work with team members for some events, e.g. candidate weekend.
- Other tasks assigned by line manager.

### **Qualification**

- **Required Education**

Bachelor's degree or above.

- **Required Experience**

1-2 years' working experience especially in higher education institute with diverse culture will be a plus but not necessary.

- **Required Knowledge, Skills, and Abilities**

- Native in Mandarin, fluent in English;
- Excellent communication skills and teamwork spirit;
- Superb attention to details;
- Good adaptability to frequent business travels;
- Previous working experience in higher education institutions preferred.