

**Recruitment and Admissions Officer for Global Health**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint a Recruitment and Admissions Officer to become a member of our Global Student Recruitment & Marketing Team. DKU is looking for qualified candidates willing and able to plan and take part in a wide variety of activities that will promote our Master of Science in Global Health (GH). The Recruitment and Admissions Officer will work with our Duke-based recruiter for North America and will be responsible for growing enrollments of qualified students in both China and the Rest of the World (international) markets.

**Reports to:**

Director of Global Student Recruitment and Director of the GH program.

**Essential Duties:**

- Creating and implementing a comprehensive annual recruiting strategy, including developing appropriate faculty/staff/student contacts at targeted institutions throughout China and Asia, conducting 30 - 40 campus visits annually, identifying and participating in national and international conferences representing DKU - GH and other actions as directed.
- Represent the GH program, and other programs when necessary, traveling to recruiting events throughout China and internationally, especially during the peak recruiting season.
- In conjunction with the marketing department, work to develop and implement a comprehensive annual marketing strategy which promotes DKU - GH enrollment efforts; this includes assisting with print materials, various forms of social media outreach, campus postering, and other mediums as appropriate.
- Supporting marketing efforts originated and led by DKU's Communication Department, including updating the program's web pages and producing regular news and information that can be published on the University's website.
- Coordinating online application process with Duke University's Global Health Program. Assist in the admissions process for the GH Selection Committee when appropriate.
- Managing prospective applicant inquiries. Communicating regularly with prospective applicants from their initial inquiry to matriculation and helping them navigate the application process.

- Managing and tracking applications and assist in the collection of all necessary forms required by Duke, DKU, and GH when appropriate.
- Assist in facilitating the awarding of scholarship aid to students when appropriate.
- Communicating applicant information to appropriate DKU - GH faculty and staff.
- Maintaining detailed and accurate budget for GH marketing and recruitment efforts.
- Maintaining detailed reports on marketing and recruiting activities.
- Actively participating in staff training and development events.
- Collaborate with colleagues at DKU and Duke, with the ability to be an effective team leader and/or member.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Minimum of 2 years professional experience in academic admissions and recruitment, academic administration, international education, study abroad or related area.
- Master's degree a plus, preferably in a health related field.
- Strong interpersonal, written and verbal communication skills in both Chinese and English. Comfortable presenting to large groups as well as in one-on-one conversations.
- Excellent relationship management skills, passionate about helping prospective applicants learn more about DKU's GH program.
- Demonstrated project management and planning skills for complex projects with tight deadlines.
- Ability to be an effective team member and to work independently.
- Proficiency in use of computers and new technologies, experience using graphic design and photo editing software would be a plus.
- Highly organized with ability to multi-task, enjoys working in a fast-paced environment.
- Ability to work a flexible schedule and to travel extensively during major recruiting seasons (September 1 – November 15, January 15 – May 15).
- Results - oriented individual with strong critical thinking and analytical skills.