International Admissions Officer

Navitas accelerates the internationalization of university campuses, providing international students greater opportunity and access to high-quality learning experiences and bringing global perspectives to the university community. Navitas’ proven partnership model delivers expertise, capital and a track record in international education that gives universities the freedom to reinvest their time, money and personnel into capacity building and innovation. By expanding diversity and global connections across college campuses, Navitas fuels universities’ efforts towards sustainable growth while delivering a superior student experience.

Navitas is seeking to employ an International Admissions Officer to join our growing North American team in Boston MA.

The International Admissions Officer will work with global marketing teams to assist in recruitment support, processing of international admissions applications, conducting credential evaluations and performing a variety of moderately complex administrative duties as needed.

The Admissions Officer is responsible for admissions processing, transcript review and enrollment services for Navitas USA programs. Responsibilities will include: implementation and oversight of detailed admissions administration support; extensive accurate record keeping; maintain high quality relationships with relevant staff; and conduct research and analytical reporting of data essential to the enrollment and admission operations.

**Key Responsibilities**

- Receive, register and process student applications to determine admission status.
- Prepare and dispatch offer letters.
- Provide day to day coordination and management of the administrative processes and services required for the assessment of all international applications for admission for both undergraduate and graduate applications as well as any related programs.
- Provide a customer focused quality evaluation and advisory service to prospective and current students, counselors and the public, generally on all aspects of the University’s admission requirements, policies, procedures and entry pathways.
- Liaise with other University and external evaluation agencies/higher education institutions in USA, Australia and internationally to facilitate the development of admission procedures and recognition of non-standard qualifications.
- Update and maintain in an efficient manner, all office systems, and establish and monitor processes to ensure best practice response times to admissions applications.
- Manage enquiries in a timely and professional manner.
• Provide accurate information and assistance to clients, employees and the general public.
• Assist with processing correspondence in a timely manner as required.
• Interact with all applicants in the performance of the above tasks.
• Maintain and update the Admissions manual on a regular basis.
• Contribute to the most effective and efficient management of resources by maintaining appropriate manual and computerized records and databases, i.e. electronic filing system.
• Assist the General Manager, Marketing and Recruitment to plan, develop and review critical Admissions functions in consultation with other staff as required.
• Participate, when appropriate, in promotional activities.
• Participate in student activities on the campus.
• Support other staff and administration to meet fluctuating workloads.
• Other related duties as prescribed.

**Essential Skills, Knowledge and Experience**
• Legal right to work in the USA;
• Bachelor's Degree from an accredited institution of higher education;
• Familiarity with University admissions policies and procedures pertaining to administration and admission of both undergraduate and graduate international students;
• Excellent Microsoft Office Suite skills (Word, Excel, PowerPoint, Outlook, etc);
• Demonstrated administrative/organizational skills, with ability to communicate verbally and in written form;
• Excellent telephone, reception desk, and customer service communication skills;
• Ability to handle multiple tasks while maintaining a professional manner;
• Ability to work well within a team environment;
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• Highly developed skills demonstrated in an environment of large volume work flows and critical deadlines;
• Interact effectively and professionally with clients and staff at all levels and adjust communication style to meet varying needs;
• Ability to travel from time to time within the New England region.
Desirable Skills

- Experience within international education
- Knowledge and prior experience in international admissions. Particularly an understanding of international transcript evaluation
- Sales Force or CRM experience a plus
- Fluency in a second language

What We Offer

Navitas is an Equal Opportunity Employer. We offer a competitive compensation and benefits package, and are a values-driven employer.

Please send cover letter, resume, and 3 references to HR-NavitasNA@navitas.com. The subject line should read Admissions Officer. Applications will be accepted until July 22, 2016.

Successful applicants will be subject to relevant pre-employment checks, which may include a Criminal Background and/or a Multi-State Sex Offender Registry review.

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