

# **Xi'an Liangjiatan International School**

## **Job Description**

**Department: PR Department**

**Position: Korean Admissions & Liaison Officer**

**Direct Supervisor: Head of PR**

### **Main responsibilities:**

1. Promote the school's mission and vision to the Korean community and companies through multiple channels. Attend key events and maintain strong relationships with Korean community. Serve as the liaison with Korean parents, ensuring they are well informed about student matters and school events.
2. Track and analyze enrollment data to support enrollment strategy. Assist with admissions procedures and provide on-campus support for student-related matters.
3. To assist High School Korean students for the University Counseling together with the Counseling Team.
4. Familiar with the Korean university admission process and experienced in supporting students applying to Korean universities. Supports the school's existing university counseling team by providing additional guidance and resources for Korean students applying to universities in Korea.

### **Requirements:**

1. Master's degree (preferable in marketing or communication).
2. A native Korean speaker who has high fluency of English.
3. Excellent communication skills & positive attitude.
4. Proven ability to work in a multicultural environment and collaborate well.

### **Benefits and Packages:**

- Competitive remuneration is provided in accordance with high-level international schools.
- Global medical insurance.
- Staff's children who fulfil the admission criteria enjoy priority admission and tuition fee waiver.
- Paid holidays such as public holidays, winter and summer holidays, Christmas and Easter holidays are provided.
- Breakfast and lunch allowance on weekdays, birthday welfare, employee shuttle buses and other benefits are provided.
- Adequate personal training budget, high-standard training plans and programs, as well as opportunities for further study off-campus.

**Application Method:**

Please send your resume and relevant supporting materials to our recruitment email address: [hr@xalis.com](mailto:hr@xalis.com).

If you are passionate about international education and want to work in a dynamic and innovative team, please don't hesitate to join us right now! We look forward to meeting you and starting an incredible international education journey!