

Position: North American Enrollment and Study Abroad Engagement Specialist

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Company: The American College of Greece

Location: Athens

Category: other-general

The American College of Greece is seeking a dedicated and enthusiastic individual to join the team as an Engagement Specialist for the Office of North American Enrollment and Study Abroad. The successful candidate will provide administrative support for admissions services, serve as the main point of contact for admissions processes, and assist in strategic initiatives for study abroad and degree-seeking enrollment.

Job Responsibilities:

Assist in managing and maintaining all social media accounts for the Office of North American Enrollment and Study Abroad.

Assist in the admission and administrative processes from the application stage to the students' arrival on campus, ensuring their engagement throughout the process.

Enter and process students' data in the student information systems to facilitate the flow of information between internal stakeholders.

Provide guidance to student assistants

Coordinate on-campus visits for potential study abroad and degree-seeking students, including information sessions, campus tours, and residence tours.

Assist in the coordination of faculty-led programs and special groups to ensure smooth program delivery.

Organize focus groups to facilitate the adjustment of study abroad and degree-seeking

students.

Assist in any other tasks as necessary to support the Office of North American Enrollment and Study Abroad.

Required Knowledge / Skills:

Knowledge of North American higher education systems, including recruitment cycles and admissions processes.

Understanding of prospective undergraduate students' needs.

Qualifications / Skills:

Bachelor's degree in communication, marketing, or related fields preferred, or relevant experience.

Proven capabilities in the field of student engagement.

Proficiency in English and Greek.

Excellent oral and written communication skills.

Proficiency in MS Office (Word, Excel, PowerPoint) and experience with Adobe Suite/Canva for social media design/layout.

Proficiency with Microsoft Office suite, social media platforms, and products.

Attention to detail and strong organizational skills.

Ability to multitask and work independently as well as part of a team.

Other Requirements:

Flexibility to work extended hours, including some evening/weekend work and to travel overnight when necessary.

Application Deadline 5 March 2024

Anticipated Start Date 15 March 2024

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Cross References and Citations:

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