

Global University Systems (GUS) is an international network of higher-education institutions, brought together by a shared passion for accessible, industry-relevant qualifications. GUS delivers a wide variety of programmes, including bachelor's degree programmes, master's degree programmes, professional training, English Language training, and corporate & executive education. When someone chooses to study at one of our institutions— whether on campus in Europe, North America or even in their own home – they're joining a network of 75,000 students worldwide. We are based in some of the world's biggest cities, with campuses in London, Birmingham and Manchester, across the Atlantic in Toronto, Chicago and Vancouver; and across the globe in Singapore, Germany and Israel.

In Germany, Global University Systems includes the University of Europe for Applied Sciences and the Academy of Design (HTK). Our universities are characterized by their particular practical relevance, internationality, modern teaching content and personal interaction with students. Every day, our employees contribute with innovative ideas to bring us closer to our set goals - quality, service, internationality and growth. Our degree programs are the result of direct contact between our professors and staff and our students as well as the demand of potential employers.

We are looking for a **Head of Admission (m/f/d)** located mainly in Berlin / Potsdam and we want to highlight that this job is on GGG holding level.

Yours tasks

- Management of the central admissions offices based in Manila (Philippines) and of the Welcome Center in Berlin (Germany)
- Supervisor of the Welcome Center Manager
- Constantly improve admission processes and assess workflows
- Processing of the authorisation procedures and the necessary documents
- Monitoring of the ongoing admissions process, advice and on boarding services for students and applicants
- Continuous update of the current legal guidelines in the approval procedure
- Ensuring and coordinating the approval procedures and the documents required for this purpose
- Overview and control of the ongoing approval and on boarding processes and report of the results
- Implementation of guidelines and definition of processes for students and colleagues
- Identification of the relevant interfaces and targeted communication to improve processes
- Training and qualification of employees, ensuring the specified quality standards

Your profile

- Successfully completed university studies or other relevant qualifications
- Practical experience in customer service or consulting in an international environment
- Distinctive organisational and communication skills
- Experience in the higher education sector in Germany desirable, especially knowledge of university entry & admission regulations for domestic & international students
- Sensitivity in dealing with different cultures
- Experience with CRM systems and MS Office knowledge
- Excellent oral/written communication skills in German and English, other languages desirable
- Experience in managing a team
- Proactive, self-motivated and performance-oriented with a "can-do" attitude
- Careful and thorough working methods as well as a self-confident appearance

We offer you

- A permanent employment contract (full-time, 40 h/week)
- At least 30 days holidays
- Preventive health care and aftercare services
- Flexible working hours in the trust-based flexitime model
- Various online language courses
- Participation in online cooperation offers (e.g. IBM Design Thinking)
- Play a major role in a dynamic, collaborative and international environment
- Numerous site-related campus events from the worlds of art, culture, business and science

Interested? Then we look forward to receiving your application documents in English, stating your desired income and possible starting date. The fastest way to send us your application is via e-mail karriere@gusgermany.de

Apply now! <https://www.ue-germany.com/blog/career>

Your contact for questions:

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