



Position: **USA Admissions Advisor & University Partnerships Associate**

Location: **Philadelphia**

Start Date: **ASAP** (ongoing recruitment)

Company:

CRCC Asia is the leading provider of internship programs in Asia enabling students and graduates from around the world to participate in short-term programs that provide a guaranteed internship, accommodation, and on the ground support. Our company offices span four continents, and are situated in the USA, UK, Australia, China, Japan, and Vietnam. Our programs have been running for 11 years, and we have received numerous awards for our work- including being featured on media outlets such as CNBC, BBC News, and Bloomberg.

Role:

This unique position combines initiatives across two departments within CRCC Asia: Admissions and University Relations.

In relation to Admissions, the individual will be interviewing, advising, and supporting students in regards to our award-winning internship programs. This will also include some account management duties such as visa processing, placement management, and payment administration.

In relation to University Relations, the individual will visit various universities and colleges to promote our programs, in addition to supporting our University Relations Managers with the business development of new university partnerships.

Responsibilities:

Admissions

- Conduct advising sessions with applicants to ensure eligibility for CRCC Asia's Programs.
- Manage students' accounts and collect the necessary information for the internship placement
- Set and monitor payment deadlines
- Oversee visa processing
- Other ad hoc duties when necessary

University Relations

- Travel to universities to present to students and university staff regarding CRCC Asia's programs
- Work with university relations team to coordinate effective outreach plans based on analytics and student data
- Implement and oversee outreach campaigns to university faculty and staff to grow interest in CRCC Asia's programs
- Assist in the creation of training, recruitment, and informational material
- Become involved in the international education community through regional conferences, outreach, and networking events

Requirements:

- We don't expect you to have sales or business development experience, but it would be helpful!
- Highly motivated: you'll be passionate about promoting and selling our programs to students and universities
- Up for a challenge: we'll give you as much responsibility as you can handle, as soon as you're ready.
- Proactive and resourceful: You don't like hanging around waiting for things to happen- you get out there and make things happen!
- Passionate: You have some experience studying and/or working abroad, and want to share those stories with potential participants
- We're opening new programs in Japan and Korea, so if you have experience/association with either country it would be advantageous
- You must be a university graduate and have existing right to work in the USA

How to Apply:

Submit your resume with a cover letter (maximum one page) to philadelphia@crccasia.com

We are interviewing candidates on an ongoing basis, so please apply before it's too late!