

Student Admissions Specialist (f/m/d)

Whitecliffe University of Applied Sciences Berlin (Whitecliffe Berlin, formerly Berlin International University of Applied Sciences) is a state-recognized and institutionally accredited university of applied sciences in Berlin with around 600 students. We offer degree programs in architecture, design and business administration. English is the language of instruction across all bachelor's and master's programs, and our working language.

Whitecliffe Berlin is part of Whitecliffe Global, an international education group with campuses in New Zealand, Australia, Germany and Canada.

We are looking for a Student Admissions Specialist (f/m/d), full-time (100%).

The role

You are the first person a prospective student meets. You will own the full admission cycle for your own portfolio of applicants: the first conversation, guidance through the application, assessment against our admission requirements, coordination with faculty, the offer, and everything that has to happen before someone actually arrives in Berlin and starts studying.

The work is a genuine mix of service, assessment, administration, data and relationship management. Many of your applicants will be moving country to study with us. How well you guide them decides whether they arrive.

Your tasks

- Be the first point of contact for prospective students by phone, email and in person.
- Correspond with applicants at every stage of the application process and keep them engaged through to enrolment.
- Evaluate incoming applications against our admission requirements and the applicable recommendations of the Standing Conference of the Ministers of Education on the recognition of foreign qualifications.
- Manage the application process across all programs, including faculty review and interview arrangements, payments and new student arrivals.
- Prepare and host online and on-campus events together with the Marketing team.
- Attend education fairs online, in Berlin and Germany, and abroad.
- Maintain the applicant pipeline in our CRM (Microsoft Dynamics) to a high standard of accuracy.
- Prepare reports on application numbers and conversion for the Head of Admissions.

What you bring

- A completed professional apprenticeship or degree, ideally in a sales, administration or service oriented field. A different background is fine if the relevant experience is there.
- At least one year of relevant experience in a comparable role, ideally including promoting a service, administrative work, and working with people from different countries and cultures.
- Fluent written and spoken English. German is a strong advantage but not a requirement. Further languages are welcome.
- Confidence with the Microsoft Office package, and ideally experience working with a CRM (Dynamics, preferred) or data management system.
- The ability to set priorities and hold timelines, careful attention to detail, and a willingness to question processes and help improve them.
- A proactive, organised way of working, and the habit of thinking beyond your own desk.
- A valid permission to work in Germany.

What we offer

- A salary of 38,000-42,000 EUR per year, and annual vacation days.
- Extensive onboarding.
- An international team with flat hierarchies.
- A discount on the BVG job ticket for public transport in Berlin and Germany.
- Company doctor services.
- A modern office in a central and idyllic location, easily reached by public transport.
- Home office days on request and approval.
- An interesting and responsible role with real scope to shape how things are done, in a committed and very international team.

How to apply

Please send your application documents by email as a single PDF, maximum 10 MB, to **jobs@whitecliffe.de**, with the subject line: Application for Student Admissions Specialist.

Diversity is important to us. We welcome applications from people regardless of their ethnic, national or social origin, gender, disability, age, sexual identity and orientation.

Your application data will be processed in accordance with GDPR and our candidate privacy notice.