



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

POSITION DESCRIPTION

POSITION TITLE	ADMISSIONS OFFICER
Location	Middle & High School Campus
Reports to	Admissions Manager
Subordinates	

OVERVIEW OF THE POSITION

The Admissions Officer works with the Admissions Manager to execute an efficient and organized admissions process from inquiries to enrolled students. The Admissions Officer, as part of the Admissions team ensures a smooth, timely and personalized approach to enrollment management.

QUALIFICATIONS OF THE POSITION

- Experience in admissions, preferably at an international school
- Knowledge and experience with American curriculum
- Ability to communicate effectively both externally and internally
- Sensitivity to the needs of the school while understanding the balance between serving applicants and their families and supporting school policies and initiatives
- Strong willingness to learn about TAS curricular and co-curricular programs
- High level of competency and proficiency with technology – skilled in the use of Microsoft Word and Excel, a thorough understanding of databases, and an ability to use electronic resources to facilitate communication and analysis
- Ability to collaborate effectively with staff at all other levels throughout the school
- Strong motivational, and organizational skills
- Fluency in English
- Exceptional written, oral, and interpersonal skills
- High energy person with an optimistic demeanor
- Adept at diplomatic problem-solving and negotiation in a multicultural environment
- Ability to work under pressure
- Willingness to work overtime, or change work schedules as per job demands
- Self-confident, dynamic, creative, diplomatic, positive, firm, punctual, accessible

POSITION TITLE**ADMISSIONS OFFICER**

- Professional look, business attire & office appropriate dress code

PRIMARY DUTIES AND RESPONSIBILITIES**1. GENERAL ADMISSIONS WORK**

- Coordinate with Admissions Manager on establishing and maintaining a warm, welcoming and professional working environment in the Admissions Office.
- Coordinate with Admissions Manager on establishing and maintaining a positive, supportive and professional working relationship with students and parents.
- Coordinate with the Admissions Manager on school-wide admissions, enrollment, and re-enrollment initiatives.
- Manage response to inquiries about the school, the school programs, and the admissions process from prospective parents and students.
- Ensure that the “Admissions Policies and Procedures” are clearly articulated and followed.
- Inform parents and students to report directly to the respective Principal about their questions and concerns, absences and the like.
- Make sure student information is kept up to date.
- Serve as a school receptionist and phone operator.

2. ADMISSIONS MATERIALS, INFORMATION AND RECORDS

- Maintain supplies of admissions materials.
- Keep relevant statistics on all aspects of the admissions and re-enrollment program.

3. ADMISSIONS WORK WITH PROSPECTIVE PARENTS

- Direct the admissions process from point of inquiry through enrollment.
- Give initial introduction of TAS education to prospective parents through open houses, individual tours, and special events.
- Conduct preliminary interview to screen applicants for appropriate match to TAS education and ability to integrate into TAS curriculum.
- Manage on-campus visits, accompany prospective parents and students on school tours and answer their questions thoroughly.
- Maintain information on prospective families.
- Supervise admissions testing.
- Serve as an interpreter for the teachers in their communication with parents and students concerning placement test results and admissions decisions.
- Ensure academic transcripts, grade reports are submitted in line with Day 1, Day 2, and Day 3.
- Stay aware of process throughout by updating entries in files.
- Manage the application process, files at all grade levels.
- Assist prospective parents to fill out the enrollment application forms.

POSITION TITLE**ADMISSIONS OFFICER**

- Communicate with the Accounting Office tuition payment receivables for newly enrolled families.
- Prepare and send all admissions files for new students to the respective Principal's office by the end of September or 2 weeks from the student's first day at school.
- Follow up with prospective parents regarding student enrollment.

4. RE-ENROLLMENT

- Manage the re-enrollment of current students for the succeeding year.
- Notify current families of new tuition, fees and deadlines, and follow through with the process.

5. SUMMER PROGRAM

- Prepare letters and flyers of the Summer Program to be sent to parents by May 15.

And other duties as assigned by Admissions Manager.

(Your Name)

CEO

Date

Date