

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: ADMISSIONS OFFICER
SCALE: Expat Support Staff Salary Scale
CONTRACT DAYS: 210

POSITION SUMMARY:

The Admission Officer assists the Admissions Office in all aspects of admissions. The Admission Officer will be primarily responsible for promoting the school and supporting new families through the application process. Tasks include gathering documentation, interviewing students, reviewing applications, conducting school tours and participating in occasional external marketing events.

SUPERVISED, EVALUATED BY & REPORTS TO:

Admissions Manager

QUALIFICATIONS:

- Bachelor degree in Business Administration, Academics, or related field
- Min. 3 to 5 years work experience in a customer facing role
- Background in marketing and/or academic environment preferred
- Excellent communication skills, ability to work cooperatively with parents and administration
- Excellent native-level written and oral English
- Ability to represent SAS to parents in a positive manner
- Professional demeanor and presentation
- Knowledge and use of Word processing, Excel and databases
- Ability to organize and prioritize work independently
- Comfortable working in a fast-paced, high volume and time-sensitive work environment

PERFORMANCE RESPONSIBILITIES:

- Effectively sell the school and its programs to prospective families
- Process incoming applications and inquiries
- Update applicant's status in admissions database as needed
- Monitor applications to assure they are complete and all necessary documentation has been received
- Review applications with the Admissions leadership
- Correspond with families on status of application
- Respond to applicant families' emails or phone enquiries in a timely, professional manner
- Conduct school tours for prospective families
- Additional duties as assigned

SAS BELIEVES:

- That each employee makes a significant contribution to our success
- That contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.