

**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	Admissions Manager
<b>EMPLOYER</b>	Stamford American International School
<b>LOCATION</b>	11 Lorong Chuan Singapore
<b>EMPLOYMENT STATUS</b>	Full time
<b>REPORTS TO:</b>	Director of Admissions & Marketing
<b>NUMBER OF REPORTS/SUBORDINATES</b>	None

***KEY RESPONSIBILITY***

The Admissions Manager is responsible for providing senior level advice to prospective and current families in all aspects of school enrollments from Early Years to Grade 12.

***RESPONSIBILITIES***

- Coordinate the administrative processes for admission of Early Years to Grade 12 applicants
- Effectively communicate admissions policies and procedures to internal and external stakeholders (Principal, Coordinators, teachers and Prospective families)
- Plan, develop and review admissions procedures and assist in setting targets and objectives for the department
- Review and revise existing admissions documentation with the outcome of producing user-friendly, professional documentation at all stages of the enrollment process
- Provide a confident, knowledgeable and personable point of contact for prospective families
- Ensure ENGAGE records pertaining to admissions are maintained.
- Coordinate the dissemination of student information to relevant stakeholders
- Convert first enquiries of families to enrollments
- Keep up-to-date with latest teaching practice including PYP and MYP frameworks
- Maintain a weekly statistics report indicating entry and exit of families to and from the School
- Assist in the management of the specific needs of international applicants, including guardianship requirements, EAL testing, Student Pass applications and ICA requirements
- Manage changes to the current student body (e.g. changes in status of enrollments, class changes, students on leave, etc)
- Provide general administrative assistance to the Director of Admissions and Marketing where required
- Collaborate with Senior Marketing Manager to ensure consistency of value proposition in all formats

***Job Requirements:***

- Ability to deliver high quality, professional and timely services to prospective families
- Ability to manage large volume work flows and critical deadlines
- Capacity to identify issues and prepare effective strategies for meeting applicant expectations
- Exceptional written and verbal communication skills
- Advanced skills in Microsoft Office
- Ability to demonstrate sensitivity and diplomacy in all dealings with applicant families, including cultural sensitivity towards applicants from a diverse range of backgrounds
- Ability to represent the ethos and values of the School
- Experience in the use of databases
- A knowledge of education, particularly as it relates to the needs of applicant families will be looked on favorably
- Administrative experience in an educational environment will be looked on favorably