



**SHANGHAI AMERICAN SCHOOL  
JOB DESCRIPTION**

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

**POSITION SUMMARY:**

The Admission Officer assists the Director of Admissions 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 interviewing applicants, assisting with student assessments, conducting school tours and participating in occasional external education marketing events.

**SUPERVISED, EVALUATED BY & REPORTS TO:**

Director of Admissions

**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 inquires
- 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 Director of Admissions
- 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.