

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** ADMISSIONS OFFICER  
**SCALE:** Support Staff Salary Scale  
**CONTRACT DAYS:** FULL-YEAR

### POSITION SUMMARY:

The Admissions Officer assists the Admissions Office in all aspects of admissions. The Admissions 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:

Associate Director of Admissions and Enrollment

### QUALIFICATIONS:

- Bachelor's 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
- Support admissions testing as required
- 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.

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## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.