

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

Title: ASA Travel and Data Coordinator
Scale: PRC Support Staff Salary Scale
Contract Days: Up to 191 days

POSITION SUMMARY:

The ASA Travel and Data Coordinator is responsible for orchestrating all logistics related to student (and occasional staff) travel for activities and athletics, while designing and maintaining robust data systems to support program planning, compliance, and improvement. This dual role requires expertise in both travel management and data operations, clear organization, and a focus on service and efficiency.

SUPERVISED, EVALUATED BY & REPORTS TO:

Activities Director

QUALIFICATIONS:

- Hold a bachelor's degree in Travel Management (or equivalent)

Experience

- Worked in Performing Arts or Sports in a school setting (preferred),
- Demonstrate experience with vendor negotiation and relationship management.
- experience collecting and organizing data.

Skills / Competencies

- Manage multiple, overlapping trips with strong project-management skills.
- Use advanced data-management tools (Excel, Google Sheets, school systems, and travel/registration platforms).
- Communicate fluently in English and Mandarin.
- Maintain meticulous organization for data entry and system upkeep.
- Apply high attention to detail during planning and execution.
- Communicate clearly and confidently with cross-team partners and parents.

Personal Attributes / Professional Traits

- Demonstrate deep attention to detail and reliability across travel and data tasks.
- Approach work proactively, stay organized, and seek solutions that streamline processes.
- Collaborate effectively and communicate warmly with students, staff, and parents.
- Show cultural sensitivity and uphold service and inclusivity in an international context.
- Commit to student safety, confidentiality, and integrity in all responsibilities.
- Adapt calmly and flexibly during pressure or unexpected changes.

RESPONSIBILITIES:

- Lead the end-to-end planning, organization, and execution of all travel arrangements for After School Activities—including flights, accommodation, visas, transport
- Serve as the primary liaison among travel vendors, trip leaders, staff, parents, and students—communicate with all stakeholders around trip details and trouble issues that arise before, during and after a trip
- Develop, document, and clearly communicate comprehensive travel procedures and protocols for all

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stakeholders—create travel folders both physical and digital for trips. Communicate information to parents, students around trips.

- Maintain up-to-date, detailed travel schedules, itineraries, and records for each trip
- Proactively manage contingency planning for emergencies or last-minute changes to trips.
- Ensure all travel arrangements comply with school policies, health and safety standards, and relevant Chinese/international regulations.
- Coordinate risk assessment and safeguarding procedures for all travel activities.
- Design, implement, and oversee digital data systems for tracking student participation, trip approvals, travel expenses, vendor performance, staff participation, costs per activity, and other aspects of the Activities Program
- Collect, organize, and analyze data- be the central gatherer of data for all aspects of the Activities Program.
- Report accurate, actionable reports to the Director of Activities and Athletics—highlighting participation, cost-effectiveness, safety metrics, and improvement opportunities.
- Ensure records and data handling fully comply with school privacy standards and data protection regulations.
- Train and support Activities staff in using travel and data management systems.
- Other duties as assigned

SAS BELIEVES:

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee or 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.

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.

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- 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.