

SHANGHAI AMERICAN SCHOOL

DIRECTOR OF ADMISSIONS AND ENROLLMENT

POSITION SUMMARY:

The Director of Admissions and Enrollment provides leadership, vision and direction on the recruitment, retention and research of a talented, diverse student body at Shanghai American School. They direct the Admissions and Registrar teams in the execution of the School's mission-driven enrollment strategy and the pursuit of its wider goals.

Application Deadline: 30th Nov, 2022

Start Date: July 2023

SUPERVISED, EVALUATED AND REPORTS TO:

Head of School

QUALIFICATIONS:

- Minimum Bachelor degree, advanced degree preferred.
- Successful experience in international and/or independent school admissions or related administrative leadership role.
- Prior experience in promoting an organization in a competitive, fast changing market.
- Skills in data collection and analysis as well as management information reporting.
- Familiarity with financial budgets and long-term strategic planning.
- Strong problem solving, time management and organizational skills with the ability to lead in a high volume, fast-paced environment.
- Significant experience in coaching, motivating and managing a diverse and geographically dispersed staff.
- Exceptional interpersonal, intercultural and public relations skills.
- Ability to work collaboratively with administrators, parents, students and all other school constituents.
- Excellent oral and written communication skills.

PERFORMANCE RESPONSIBILITIES:

- Oversee all cross-campus admissions and enrollment activities for SAS.
- Work with Head of School and other school leaders to set enrollment budgets and develop enrollment management strategies.
- Collaborate with Finance on student payments and reenrollment.
- Partner with the Marketing/Advancement office to promote the school through initiatives and communications.

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- Serve on or provide support to relevant Board committees.
- Select, train and lead a diverse Admissions and Registrar team.
- Direct the team in:
 - Recruiting students and families through outreach and education.
 - Admitting students and families through systemic information gathering and assessment.
 - Collecting and analyzing enrollment data and creating regular statistics for the leadership and Board of Trustees to use in long- and short-range planning.
 - Assisting with the retention of students through surveys and timely tracking and communication systems.
 - Researching, analyzing and presenting market data for informed choices.
- Continuously improve policies, procedures and processes of the office.
- Foster relationships with the parent community, Shanghai businesses, and feeder organizations of students to SAS.
- Present a positive and professional image of the School to all interested students and families.
- Establish a regular presence on both Campuses.
- Perform 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 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.

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 Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety

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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.