

SHANGHAI AMERICAN SCHOOL

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TITLE: ADMISSIONS COORDINATOR
SCALE: PRC Support Staff Salary Scale
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

The Admission Coordinator will be primarily responsible for responding to admission inquiries via telephone and/or online requests and guiding families through the submission of application materials. He/she will book tours and support the department with administrative duties and marketing efforts. As needed, the Coordinator will assist Admission Officers with the initial aspects of the application process.

SUPERVISED, EVALUATED BY & REPORTS TO:

Admissions Supervisor

QUALIFICATIONS:

- Associate degree or above
- Min. 3 to 5 years work experience in an administrative function
- Strong attention to detail
- Pleasant and outgoing personality with the ability to work in a high volume, busy environment
- Excellent written and oral communication skills in English and Chinese
- Ability to work cooperatively with students, principals, teachers, parents and co-workers
- Ability to represent SAS in a professional, effective manner
- Ability to organize and prioritize work independently

PERFORMANCE RESPONSIBILITIES:

- Respond swiftly and knowledgeably to admission phone and/or inbox inquiries in a friendly manner
- Organize applicant paperwork accurately and quickly for Admission Officers to review
- Create and maintain inquiry records in admissions database
- Maintain filing system for all applications
- Be knowledgeable of basic Registrar functions including visa and transcript processing
- Prepare materials for tours, new family orientation and on- and offsite outreach events
- Keep inventory of admission related materials
- Perform reception and other administrative duties
- Be flexible to work occasionally after hours
- Perform 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.