

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: ASSESSMENT COORDINATOR / ADMISSION OFFICER
CONTRACT DAYS: 210

POSITION SUMMARY:

This cross-river Coordinator/Officer will be primarily responsible for organizing and conducting student assessments on both campuses as part of the admissions screening process. Another responsibility will be supporting new families through the application process. Other tasks include conducting school tours and helping with the occasional marketing event.

SUPERVISED, EVALUATED BY & REPORTS TO:

Manager of Enrollment & Registrar

QUALIFICATIONS:

- Bachelor degree in Education, Business Administration, or related field
- Background in teaching or school administration preferred
- Additional experience in a customer facing role preferred
- Native or near native English speaker required
- Excellent customer service skills to assist internal and external customers
- Excellent cross-cultural skills to work with international parents, administration and staff
- Ability to represent SAS to parents in a positive manner
- Knowledge and use of Word processing, Excel and databases
- Ability to organize and prioritize work independently
- Comfortable working in a high volume, fast-paced work environment

PERFORMANCE RESPONSIBILITIES:

- Conduct EAL and admissions tests, coordinating with team resources as needed
- Evaluate EAL assessments and record outcomes in our system
- Liaise with EAL teachers to ensure calibration on standards and alignment of efforts
- Effectively market the school and its programs to prospective families, including conducting school tours for prospective families
- Process incoming applications and ensure all necessary documentation has been received
- Interview candidates as necessary
- Monitor applications through the different stages of completion and correspond with families on status in a timely, customer-focused manner
- Expertly summarize applicant files and review with the Admissions Manager
- 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.