

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** KOREAN LIAISON  
**SCALE:** Expat Support Staff Salary Scale  
**CONTRACT DAYS:** 210

### POSITION SUMMARY:

The schoolwide Korean Liaison is based in the admissions office and assists various departments at Shanghai American School, including but not limited to Admissions, Marketing and Communications, and cross-river divisions. The main responsibility of the liaison, who has mother tongue fluency in oral and written Korean language, is to support families through the application process. Up to 15-20% of the time is used to provide communication support to the school and facilitate partnership with the SAS Korean community.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Admissions and Enrollment (DOA+E)

### QUALIFICATIONS:

- Bachelor degree in Business Administration, Academics, or related field
- Min. 3 to 5 years work experience in a customer facing role
- Experience in communications, service or related field
- Excellent interpersonal skills, ability to work cooperatively with parents and administration
- Native Korean and fluent English language skills, both oral and written
- Ability Effectively represent SAS in a positive and professional manner
- 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:

- Process incoming applications, including collecting admission documents, reviewing and summarizing records, and interviewing students
- Assist with school promotion and outreach activities, including conducting onsite and virtual school tours for prospective families
- Translate into Korean or edit Korean translations of key school communications such as urgent announcements, institutional documents, website pages, etc.
- As needed, provide confidential interpretation between SAS Korean families and administration/faculty on sensitive student issues
- Help facilitate a strong Korean community and school partnership on both campuses
- 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.

### **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 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.