

## Admissions Manager

**Organization:** American School Hong Kong, an Esol Education School

**Industry:** Education Management

**Location:** Hong Kong S.A.R

**Reporting to:** Admissions Director

### The Role

Reporting to the Admissions Director, the position of Admissions Manager will be responsible for promoting ASHK, overseeing the admissions process and coordinating all matters related to Admissions.

### Responsibilities

- Be analytic and data-driven, being able to analyze past trends relating to admissions, and carry out in-depth analyses in relation to the demography of families and factors that may affect future admissions and admission strategies
- Be strategic, innovative and take initiative in developing and rolling out plans and programmes to promote ASHK
- Provide focused and high-quality customer care at all times when meeting or responding to potential or existing parents through visits, telephone enquiries, and email correspondence
- Respond rapidly to drop-in requests for visits and follow-up with all potential applicants and enquiries
- Act as the gatekeeper for all documents related to applications through enrolment
- Data entry and data maintenance via PowerSchool or other ASHK systems and maintain an accurate and up-to-date student filing system (digital and/or paper)
- Build and develop strong and positive relations both internally and externally
- Provide support and attend events organized by the Admissions and Marketing team
- Support Marketing and Admissions activities and ad hoc projects as required

### Requirements

- Minimum of 8-years' work experience
- Experience in Customer Servicing is a PLUS
- Degree/Diploma holder in Business Administration or related disciplines.
- Excellent interpersonal and customer service skills.
- Bilingual in English and Chinese. Excellent oral and written communication skills in English, with fluency in Mandarin a MUST
- Independent, self-motivated and detail-minded

### **Salary & Benefits**

We offer a competitive salary commensurate with experience and industry standard benefits package.

### **Application Procedure**

Submit all documents in a single PDF file and forward by email to: [jobs@ashk.edu.hk](mailto:jobs@ashk.edu.hk)

- Cover Letter
- Current CV
- Contact details of 3 professional referees

*Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.*

### **About ASHK**

Inaugurated in September 2016, American School Hong Kong (ASHK) was founded by Esol Education, selected by the Education Bureau of the Government of Hong Kong through a competitive bidding process. A non-profit, non-denominational school, ASHK offers an accredited American education delivered by North American teachers, guided by Esol Education's 40-plus years of educational expertise in establishing and operating premium K-12 international schools worldwide. Located in Tai Po in the New Territories, ASHK's holistic approach to education promotes a student's full intellectual, physical, moral and social development. A strong STEAM (Science, Technology, Engineering, Arts and Mathematics) focus is a key characteristic of the school, along with its Chinese Language program. Currently serving students from KG to Grade 10, ASHK will then evolve to a full-scale K-12 school, offering the International Baccalaureate (IB) Diploma Program (DP) in Grades 11 and 12, in addition to a US High School Diploma. ASHK is accredited by the Western Association of Schools and Colleges (WASC) and the Middle States Association of Schools and Colleges (MSA), two leading accrediting commissions for Schools in the United States. The spacious school site has undergone a full scale 80-million-dollar upgrade, with advanced laboratories and specialty rooms, along with an extensive sports and activities program, with an additional 20-million-dollar expansion planned for 21-22.

Esol Education's global network of ten international schools, serves thousands of families across the Middle East, Europe and East Asia. Esol Education's American schools are accredited by the Middle States Association of Colleges and Schools in the USA, and by the Council of International Schools in Europe. Esol Education graduates matriculate to leading universities, with recent graduates currently attending the world's top 50 schools including Harvard, Stanford, Oxford, Yale, MIT and Columbia University.