



POSITION: Admissions Specialist
CAMPUS/DIVISION: School-Wide/Admissions Office
REPORTS TO: Admissions Advisor
JOB OPENING: 24 September – 08 October 2021

PURPOSE:

The Admissions Specialist will assist the Admissions Advisor in the recruitment, admission, and retention of applicants; maintaining accurate enrollment records; liaising and communicating with JIS departments and divisions, and ensuring a smooth transition for families joining or leaving JIS

QUALIFICATIONS

1. A bachelor's degree in Marketing, Business, Management, Education, or equivalent fields
2. Minimum three years of experience in sales, marketing, customer services, or academics; experiences in a multilingual and multicultural environment are preferred
3. Excellent oral and written communication skills in English and Indonesian
4. Excellent computer literacy skills
5. Excited to learn and takes responsibility for continuous professional development, learning new ways to improve their work and their department.
6. Is a critical thinker and problem-solver
7. Able to confidently represent JIS in a professional capacity
8. Relates to colleagues and families with sensitivity, respect, and confidentiality
9. Able to work independently and collaboratively in a dynamic multicultural environment
10. A clear commitment to Child Protection, Diversity, Equity and Inclusion, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Assists the Admissions Advisor in the recruitment, admission, enrollment, and retention of applicants, and ensuring a smooth transition for families joining or leaving JIS by:
 - a. Responding to telephone, email, virtual and in-person inquiries
 - b. Conducting virtual and in-person tours
 - c. Assisting families through the application and enrollment process
 - d. Planning events for prospective and new families
 - e. Supervising admission tests
 - f. Preparing prospective students' application portfolios for the Student Support Team's review
 - g. Keeping accurate historical and real-time enrollment data
 - h. Effectively communicating with families in every stage of their enrollment journey
2. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating well with others, and Reflecting



3. Performs other related duties and assuming other responsibilities as assigned by the Admissions Advisor, including, and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

TO APPLY

Interested qualified candidates, please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id.