

Associate Director of Enrollment and Outreach-Tessa International School

The Associate Director of Admission and Outreach assists the Deputy Director for Enrollment and Outreach in all areas related to admission, outreach marketing, retention and student recruitment.

Essential Duties and Responsibilities

Essential Duties and Responsibilities include the following, along with all members of the office. Other duties may be assigned.

- Assist in the enrollment data process from inquiry to enrollment.
- Assist in implementing strategies to assure re enrollment.
- Correspond with prospects as they proceed from inquiry to enrollment.
- Represent the School both on campus and off
- Actively participate in outreach by visiting and actively communicating with recruitment partners, and searching for new ones
- Conduct tours as directed
- Assists in billing
- Assists in event planning and outreach events
- Distribution of marketing materials locally
- Other duties as assigned by the Deputy Director for Enrollment and Outreach or Head of School

Skills/Knowledge/Abilities Required

- Outstanding oral and written communication skills
- Preference for English native speaker
- A clear understanding of and ability to articulate the mission of Tessa International School
- Knowledge of and ability to use relevant tools for communication and reporting
- Data entry and followup skills
- Well-organized self-starter with strong event management and team-building skills and a demonstrated ability to manage details efficiently
- Ability to work effectively in a fast-paced environment with multiple priorities and frequent deadlines
- Outstanding technical skills. Proficiency in Excel, PowerPoint, Word, databases, and other computer skills is required.
- Familiarity or expertise in Enrollment software, such as Ravenna
- Some weekend and evening work required

- Proficiency in a language other than English and/or international experience is preferred.

Education and Experience Requirements

- Bachelor's degree in education, or another related field
- 3-5 years of experience in an independent or international school admission setting

Apply by sending your resume to the Head of School, Kathleen Visconti at kvisconti@tessais.org