

## **American International School of Abuja**

Position Title: Registrar/Admissions Coordinator

Reports To: Head of School

Last Modified: April 3, 2023



### **Position Description/Overview:**

To oversee and manage all areas of enrollment management functions, including maintaining accurate student records and registering and withdrawing students according to established procedures at the school. The post holder will be highly organized, able to prioritize, able to manage various tasks and attend to detail. The individual must possess strong communication skills, both oral and written as well as an excellent working knowledge of databases, e.g. Microsoft Office, and Google Suite, and knowledge of Student Information System (PowerSchool Preferable) Word and Excel. The position requires an understanding of US-educational standards and philosophy and the unique circumstances of international students and schools. This position serves as a key representative for providing exceptional customer service to a range of stakeholders, including but not limited to current parents, multi-national applications from prospective parents, students (ages 3-18 years), and employees.

### **Specific Duties and Responsibilities:**

- Enroll new students and obtain and maintain a variety of student records such as grades, transcripts, standardized scores, immunization records, cumulative folders and all general student data.
- Maintain accurate permanent student records and test scores; provide information to counselors and administrators as requested.
- Maintain and use the electronic student admissions and records system to track and communicate with applicants.
- Work to maintain the integrity of the student database (admissions to permanent records) in order to ensure complete accuracy.
- Process changes in admissions and student records.
- Enforce admission policies and procedures.
- Evaluate student records for intake.
- Prepare a variety of complex reports related to assigned activities.
- Maintain current class lists and grade lists for enrollment verification.
- Communicate by phone or email with other schools or outside agencies regarding student records.
- Process senior transcripts for college entrance and scholarships.
- Develop, update and maintain forms for use in the Registrar's office; order and maintain supplies for the office.
- Direct the admissions process from point of inquiry through enrollment.
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents;

- tours of the institution; arrangements for admissions testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
- Promote good relationships and create networking opportunities and support for representatives with outside institutions or groups that can be helpful in attracting quality students.
  - Manage the re-enrollment of current students for the succeeding year with constant monitoring of attrition and retention.
  - Keep relevant statistics on all aspects of the admission and re-enrollment program.
  - Maintain confidentiality of student records and information.
  - Support the school and its leadership.
  - Supervise the Registrar/Admissions Coordinator Administrative Assistant.

**Job Qualifications/Experience:**

- Bachelor's Degree (Master's is an advantage) in social sciences or other related academic disciplines.
- Substantial experience leading an admissions team in an independent or international school or equivalent
- An inspirational leader who can articulate the school's mission and core values with enthusiasm and energy
- A knowledgeable and personable professional who can communicate and promote the School effectively
- Ability to build relationships and networks with other admissions professionals and schools, locally and internationally
- Excellent speaking and writing abilities
- Ability to organize a significant number of competing priorities
- Conversant with the technology and databases necessary for an online admissions program
- Out-going personality that can make connections with families easily

Interested candidates should forward their cover letter and resume to [humanresources@aisabuja.com](mailto:humanresources@aisabuja.com) on or before April 19, 2023