



## American School of Brasilia

Learners Inspiring Learners

**Title:** Admissions Officer

**Overview:** The Admissions Officer is expected to provide administrative support to the Admissions Office and participate in admissions-related activities including database management, the application process, enrollment management, file keeping, gathering and producing school records, data gathering, and event planning. The Admissions Officer is expected to provide outstanding customer service to prospective families and all school community members, in-person, on the telephone and via electronic communication. He or she is expected to also have the deep understanding and knowledge necessary to answer questions with various inquiries. Occasional off-hour attendance and assistance with Admissions events will be necessary.

**Working Hours:** 7:45am-4:45pm, Monday through Friday with some Saturday commitments for testing or events

**Reports to and is evaluated by:** Admissions Director and Head of Advancement

### **Preferred Qualifications:**

- Fluency in English and Portuguese required
- Highly organized, proactive, efficient, task-oriented, and detail-oriented skills
- Ability to multitask and work under pressure and deadlines
- Strong interpersonal communication skills
- Experience with technology (Google Suite) preferred

### **Duties and Responsibilities:**

The Admissions Officer is expected to perform administrative and office support activities in the Admissions Office efficiently and effectively.

### **The Admissions Officer will:**

- Administer the admissions process from prospection to enrolment
- Create student files/student school records/transcripts
- Adhere to School Admissions Policies and Procedures
- Assist all new and prospective parents seeking admission to the school
- Conduct school tours
- Support special events and activities for recruitment and enrollment
- Support new parent orientation/any other events
- Support admissions testing/screening



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- Support during admissions, re-enrollment and withdrawal processes
- Updates admissions processes, documents, reports, and files, as needed

### **General**

- Performs other similar responsibilities as requested by the Admissions Director and Head of Advancement or his/her designee
- Informs the Admissions Director and Head of Advancement of major developments in the department

### **Builds Positive Interpersonal Relationships:**

- Promotes positive interactions among students, parents, faculty and all staff independent of cultural, linguistic, and national backgrounds
- Maintains an open attitude toward new ideas and is a team player

### **Ongoing Professional Growth:**

- Continues to acquire new learning and reflects new learning and practice.
- Shares knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities

Responsibilities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.