

# Admissions Officer

## Job Purposes

The Admissions Officer plays a critical role in attracting, evaluating, and enrolling qualified students to join our vibrant learning community. This individual will work closely with prospective families, managing the application process, and actively promoting the school's mission, vision, and values. The ideal candidate will have excellent communication skills, a strong understanding of K-12 education, and a passion for helping students and families find the best fit for their academic journey.

## Key Duties and Responsibilities

- Manage the end-to-end admissions process, from inquiry to enrollment, ensuring a seamless and positive experience for prospective families.
- Evaluate applications, arrange trial days, and collaborate with the school's academic and administrative staff to make informed admissions decisions.
- Coordinate recruitment and outreach efforts to attract potential students.
- Develop and maintain relationships with feeder schools, educational consultants, and other community partners to generate leads and increase awareness of the school's offerings.
- Plan, organize, and participate in recruitment events, including open mornings, campus tours, information sessions, and other community outreach initiatives.
- Collaborate with the marketing and communications team to develop promotional materials, social media content, and website updates that effectively communicate the school's value proposition to prospective families.
- Maintain accurate records and data related to admissions, including application materials, interview notes, and enrollment statistics.
- Monitor and report on enrollment trends, providing recommendations for strategic planning and resource allocation.
- Serve as a welcoming and knowledgeable ambassador for the school, addressing inquiries and concerns from prospective families with professionalism, empathy, and discretion.
- Support the school's mission, vision, and values, contributing to a positive and inclusive school culture.
- Participate in the Department Team meetings
- Ad hoc projects and other duties as assigned by the Development Director

## Required Qualifications

- Minimum 2 years of experience in a school admissions atmosphere
- Bachelor's degree or college diploma in business administration, business management, human resources, education, or a related field
- Demonstrate an understanding of International school's sector or working in a similar role would be an advantage.
- Knowledge and understanding of local community would be an advantage
- Excellent interpersonal and communication skills, with the ability to engage with individuals from diverse backgrounds
- Strong skills in Google Docs, Microsoft Word, Excel and the ability to quickly learn how to effectively operate other administration software and equipment
- Experience with special education students is a plus



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- Fluency in written and spoken English, Chinese, and Mandarin