



INTERNATIONAL SCHOOL OF THE SACRED HEART
Registrar and Admissions Assistant
Job Posting

Job Title: Registrar and Admissions Assistant
Reports to: Director of Admissions
Terms: Full-time staff position

[International School of the Sacred Heart](#) in Tokyo is searching for a full-time Admissions Assistant who is keen to work collaboratively with our Director of Admissions and extended community to support all aspects of the admissions process from inquiry to onboarding. This person will also fulfill the duties of the registrar, preparing documents when our students transition to university, transfer to another school/country, or need verification/information from ISSH. The person will begin in mid-July.

Qualities necessary for this position:

- ❖ Team player
- ❖ Ability to see needs and take initiative
- ❖ Ability to organize and follow-through with short and long-term projects/tasks
- ❖ Friendly/relational personality - love of children and good with people
- ❖ Open to learning about and engaging with people of different cultural backgrounds.
- ❖ Able to learn and accurately use ISSH software programs
- ❖ Post-secondary degree
- ❖ English (advanced/fluent)
- ❖ A desire to learn, believe in, and also share the mission and history of ISSH

To apply:

Please send a resume and letter of interest to: info@isssh.ac.jp
with the Subject: **Registrar and Admissions Assistant Position.**