

POSITION:	Admissions Manager <small>*Please note: This is a Director level position. However, due to restrictions on the use of the title of "Director" in Indonesia, it is written as "Manager"</small>
REPORTS TO:	Head of School
CONTRACT TERM:	3 School Years (2024 - 2027)
CONTRACT START DATE:	July 1, 2024
JOB OPENING:	October 5, 2023

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

At Jakarta Intercultural School (JIS) our mission is to provide a diverse and inclusive educational environment. The Admissions Manager at JIS holds a pivotal leadership position, overseeing the comprehensive admissions process with a global perspective. This role is entrusted with the responsibility of significantly shaping the identity of our school by implementing a multifaceted admissions strategy. Collaborating closely with the school's leadership, the Admissions Manager is at the forefront of cultivating an inclusive, diverse, and exceptional student body through the design and management of admissions policies and processes.

At the core of this role is the commitment to maintaining the highest standards of excellence in the recruitment and enrollment of students. This entails not only directing marketing efforts to elevate the school's visibility and reputation but also leading the development and continuous improvement of admissions criteria. The Admissions Manager is entrusted with the responsibility of evaluating applicants, conducting assessments or interviews, and making well-informed admissions decisions that align with JIS' mission and vision.

The Admissions Manager plays a crucial role in monitoring and interpreting data to proactively identify trends, opportunities, and challenges that may arise, thereby contributing to strategic decision-making and the ongoing enhancement of the admissions process. With an unwavering focus on exceptional customer service, collaboration, and engagement with internal and external stakeholders, the Admissions Manager is integral to fostering a welcoming and dynamic environment at JIS that resonates with its core mission of intercultural education and growth while striving to be "best for the world."

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

- A master's degree in a related field (e.g., education, marketing, business administration) is required
- A minimum of 5 years of experience in admissions or related roles within an international school setting.
- Proven leadership skills with the ability to guide and motivate a team.
- Strong familiarity with international education trends and cultural sensitivities.
- Excellent verbal and written communication skills in English; proficiency in additional languages is advantageous.
- Proficient in data analysis and interpretation to inform decision-making.
- Commitment to providing exceptional customer service to students and their families.
- Ability to work collaboratively with diverse stakeholders, including school leadership, faculty, staff, and external partners.
- Experience in marketing and outreach programs to enhance the school's visibility and reputation.
- Familiarity with financial aid processes and scholarship programs.
- Proficiency in relevant software and database systems for admissions and record-keeping.
- A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Admissions Strategy and Policy Development

- Collaborate with the Head of School and senior leadership to develop a comprehensive recruitment and enrollment strategy, encompassing the creation of both long-term and short-term goals.
- Develop, review, and manage admissions policies and processes, adhering to best practices and staying updated with international school admission trends.
- Direct the establishment of student admissions and assessment criteria, ensuring alignment with JIS's educational philosophy.
- Continuously assess and enhance the admissions process, maintaining diversity and excellence by establishing metrics and KPIs for evaluation.

Recruitment and Enrollment Management

- Oversee the complete enrollment process, including new student registration, campus tours, and orientations, ensuring that each step of the process is seamless and welcoming.
- Evaluate student applicants, conducting assessments or interviews where necessary, and render admission decisions within defined timelines.
- Coordinate admissions decisions with divisional administrators, support staff, and faculty, fostering a collaborative approach for strategic selection decisions, such as those involving students requiring learning support or language assistance.
- Maintain comprehensive records and statistics on student enrollment history and trends, offering data-driven insights to guide enrollment strategies.
- Collaborate with the Business Office regarding student payments, re-enrollment, and financial planning.

Marketing, Outreach, and Relationship Building

- Develop innovative outreach programs, leveraging market research and analytics, to increase public awareness of JIS within the international education community.
- Work closely with the Communications Office to craft and disseminate admissions promotional/marketing materials, including digital and print media.
- Cultivate effective relationships with external organizations, including embassies, international chambers of commerce, and educational consultants, to highlight JIS's strengths and programs.
- Stay abreast of evolving educational and societal changes both locally and globally, proactively addressing potential challenges and opportunities in the international school landscape.
- Foster collaborative relationships with faculty, staff, students, and alumni, actively engaging them in the admissions process and showcasing the JIS experience.
- Engage actively with the Advancement Office in fundraising and community involvement, particularly in the identification and cultivation of prospective donors, parent volunteers, and community engagement initiatives.

Data Management and Analysis

- Oversee the registrar function with meticulous attention to detail, managing student registration, transfers, and withdrawals and ensuring data accuracy.
- Ensure the integrity and quality assurance standards of student records and archives, implementing secure digital storage and retrieval systems.
- Manage the student withdrawal process with empathy, ensuring a smooth transition for departing students.
- Maintain, analyze, and interpret statistical data on student enrollment, demographics, retention, attrition, and market trends, offering actionable insights to inform strategic decisions.
- Prepare comprehensive reports for the School's Board of Managers (BOM) or Board of Trustees (BOT) related to admissions, enabling the BOT to set strategic targets and assess the effectiveness of admissions efforts.

Leadership and Team Development

- Recruit, train, and lead the Admissions staff to ensure effectiveness, professionalism, and a high standard of customer service.

- Collaborate with the Advancement Office in the development and management of the scholarship program, contributing to the selection and determination of student scholarship awards based on mission alignment, eligibility criteria, and available funds.
- Perform any other duties required for the seamless operation and success of JIS, demonstrating flexibility and adaptability in a dynamic educational environment.

TO APPLY

Interested candidates should apply directly by email to leadershipapplicant@jisedu.or.id. Please submit the following materials as separate PDF attachments in one email.

- Cover letter expressing interest in the Admissions Manager position
- Current resume
- List of five references with name, phone number, and email address (references will not be contacted without the candidate's permission)