

Admissions Officer – Job Description

ADMISSIONS OFFICE

Members of the Admissions Team support families at all stages of the admissions journey starting from initial inquiries to checking in on new students through their first six months at DSC. day of school.

ADMISSIONS OFFICER

The primary role of an Admissions Officer is to support members of the school community. This role includes supporting families seeking information about the school, during the admissions process and post-enrolment.

MAIN ACCOUNTABILITIES:

- Assist the Vice Principal (Admissions) in managing all admissions processes and ensure accurate statistical data can be provided in a timely manner.
- Assists with providing monthly admissions report data
- Provides statistical data and admissions related support as required.
- Manages the processing of the applications which includes follow up supporting documents, verification of priorities and issue of offers with the Admissions team
- Assist the Vice Principal (Admissions) with management of all files, waitlists, and admissions database.
- Assist with annual maintenance of waiting lists with the team – reapplication for all applications
- Answers enquiries via email or telephone in an orderly manner regarding admissions and waiting lists information
- Support marketing and recruitment events.
- Provide consultation services for families interested in joining DSC.
- Review and approve student applications
- Conduct School Tours
- Arrange Information Sessions
- Assist when needed with communication between school and home, parent and teacher including parent teacher interviews, consultations, orientation process, 6-week follow-up and exit interviews

REQUIREMENTS:

- A bachelor's degree (preferably in Public Relations, Education or Leadership)
- Up to 3 years relevant experience in a complex customer service role, management of a team and administrative support experience

ABILITIES:

- Fluent in English (spoken and written).
- Fluency in Cantonese, Mandarin or Japanese is highly desirable

- Strong collaboration and communication skills
- Excellent interpersonal skills
- Proficiency in MS Word, Excel and Other Microsoft Applications and Google Apps for Education
- Management and organizational skills
- Ability to work independently

KNOWLEDGE:

- Strong understanding of DSC admissions processes and issues within schools
- Customer Service
- Collaboration
- Communication
- Keeping Commitments
- Planning and Organising Work
- Confidentiality