



Korea
International
School



Admissions Director

Start date: End of July, 2025



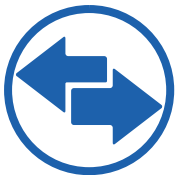
The KIS mission is to inspire students with a passion for learning and to cultivate the competence, self-assurance, initiative, and creativity necessary for success in the global community.

Our Core Values



Global Citizenship

Integrity



Adaptability

Balance in Life



Empowerment

Design Your Future!

Korea International School (KIS) seeks an experienced admissions director to lead our student recruitment efforts and drive enrollment growth. As a core member of the KIS leadership team, this role is pivotal to achieving the school's enrollment goals, maintaining its competitive edge in Korea's international school market, and enhancing the admissions experience for prospective families.

While the primary focus is on admissions, the director will also contribute to strategic initiatives in marketing and communications that directly support student recruitment. The admissions director reports to the school director and business director and works closely with divisional leadership to align admissions strategies with the school's mission and values.



Admissions Leadership

- **Strategic Enrollment Planning:** Develop, execute, and continuously refine a comprehensive admissions strategy to meet and exceed enrollment targets
- **Admissions Process Management:** Oversee all aspects of the admissions pipeline, including inquiries, campus visits, applications, testing, and enrollment, ensuring an exceptional experience for prospective families
- **Team Leadership:** Manage and mentor the admissions team, fostering a high-performing, customer-focused culture
- **Policy Adherence:** Ensure compliance with Korea's 70/30 eligibility criteria for international school enrollment and other relevant regulations
- **Outreach:** Identify and cultivate new markets for student recruitment, including building relationships with relocation agents, corporations, embassies, and other key stakeholders.
- **Data-Driven Decision Making:** Implement robust admissions forecasting and data analysis systems to track trends and inform strategy

Marketing to support Admissions

- **Brand Management:** Serve as the school's brand ambassador, ensuring a consistent and compelling message across all touchpoints
- **Digital Marketing:** Oversee the admissions website, social media presence, and digital advertising to enhance visibility and engagement with prospective families
- **Collaboration:** Work with external agencies and internal teams to create high-quality admissions materials, including brochures, videos, and presentations

Stakeholder Communications

- **Family Engagement:** Maintain clear, professional, and responsive communication with prospective and current families throughout the admissions process
- **Community Representation:** Act as a spokesperson for the school at recruitment fairs, open houses, and other key events
- **Internal Alignment:** Collaborate with faculty, division leaders, and support teams to align admissions processes with the school's values and operational needs

Event Management

- **Admissions Events:** Plan and execute admissions-related events, including Open Houses, information sessions, and orientation programs for new families
- **Community Outreach Events:** Coordinate school tours and public relations initiatives to strengthen the school's local and international community profile

Data and Analytics

- **Performance Metrics:** Establish and monitor key performance indicators (KPIs) for admissions success, such as inquiry-to-enrollment conversion rates
- **Reporting:** Regularly update the School Director and Executive Board on admissions trends, challenges, and opportunities

Qualifications and Skills

- A postgraduate degree or equivalent, preferably in enrollment management, marketing, communications, or a related field
- At least 5 years of leadership experience in admissions, preferably in international education.
- Expertise in CRM systems, data analysis tools, and digital marketing platforms
- Proven ability to develop and execute plans that deliver measurable results
- Strong team-building and people-management skills
- Outstanding verbal and written communication skills, with the ability to connect with diverse audiences
- Creative problem-solving abilities and a track record of implementing innovative admissions strategies



Personal Attributes

- Exceptional emotional intelligence (EQ) and cultural competency
- A results-oriented mindset with the flexibility to adapt to a dynamic environment
- A commitment to continuous improvement and professional growth

What We Offer

- An opportunity to shape the future of admissions at an aspirational international school.
- A highly collaborative and supportive professional environment.
- Opportunities for personal and career growth.
- A competitive compensation and benefits package.

How to Apply

Please submit the following in a single PDF to adminsearch@kis.or.kr:

- A letter of interest detailing your relevant experience and vision for admissions at KIS.
- Your current résumé.
- Contact information for three references, including your most recent supervisor.

The closing date for applications is January 24, 2025. Applications will be reviewed on a rolling basis. KIS reserves the right to close the search early if an ideal candidate is found.