

Admissions Coordinator

POSITION SUMMARY

Division: Admission Office

Category: Local Administrative

Reports to: Manager of Admissions & Public Relations

Start Date: as soon as possible

Contract Length: One year, full time

CREATIVE COURAGEOUS COMPASSIONATE

VISION: We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

MISSION: AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

INCLUSION STATEMENT: AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

SUMMARY OF THE JOB:

The Admissions Coordinator is the key point of contact for families applying to the school from the communication, through the application process, to admission and orientation to the school.

ESSENTIAL QUALIFICATIONS & SKILLS

- Education / Certification:
 - Bachelor's degree
- Knowledge and Skills:
 - Computer skills required: Word, Excel, PowerPoint, and Database management
 - Fluent in English and Romanian - other languages a plus
 - Ability to work as part of a team and independently
 - Excellent organization and interpersonal skills
 - Multitasking and working under pressure abilities
 - Strong record-keeping skills with attention to detail
 - Outgoing personality who enjoys meeting new people and being helpful even if not directly requested
 - Fast learner
 - Proactive and prone to taking initiative for the efficiency of office tasks
 - Thinks ahead and follows up on actions even if not prompted by the MAPR
 - Integrity and honesty
 - Positive mentality and always presuming positive intentions
 - Hardworking and persevering; a self-starter

KEY RESPONSIBILITIES

- Responding to initial phone calls and inquiries about admissions in line with the school's admissions policy. Managing the expectations of families about possible admission at the school.
- Offering high-quality customer service to all applicants and their families, throughout the enrollment process
- Managing student data according to GDPR
- Supporting families through the admissions process,
 - Ensuring that:
 - Admissions files are completed with all the stated requirements
 - Liaise with external stakeholders in obtaining school records and reference forms when needed from previous or future schools.
 - Organizing testing arrangements and test supervision
 - Principals are informed about admissions files and readiness for review
- Communicating with families when applications have been successful and assisting the families in finalizing the enrollment process. This includes ensuring that families complete media consent forms, medical forms, and tick forms agreeing that they have read school policies and other required documentation.
- Liaising with the Principals or the School Director when admissions are denied to develop clear, constructive communication about these decisions
- Liaising with Business Office in the application fee payment stage
- Conducting school tours for prospective families. This will include:
 - Scheduling tours and working with school leaders to develop a calendar of visits. In collaboration with the MAPR, develop a script of key points to be made in an admissions tour and key takeaways.
 - In collaboration with the MAPR, develop a model for virtual tours for families who are unable to visit the school.
 - In collaboration with the MAPR and School leaders, develop a school ambassador program that can enhance admissions tours.
 - In collaboration with the Communications Coordinator, develop print materials for families to receive during a visit to the school.
- Supporting families withdrawing from AISB by providing a standardized withdrawal form and liaising with section offices and the Business Office.
- Liaising with the Registrar for the re-enrollment process to have a better view of the available places for the upcoming school year and potentially transferring students
- Organizing and conducting orientation for families joining AISB during the school year by liaising with the Principals and the MAPR. Developing a flow of onboarding tasks that need to be delivered for each new family during the year.
- Collaborating with the APR Team and the Leadership Team to plan and organize school orientation days in August.
- In collaboration with the MAPR, develop a feedback mechanism to further improve admissions and orientation practices.
- Communication with the US Embassy and the Community Liaison Officer (CLO) to ensure a smooth relationship with these important clients.
- Liaise with the Registrar and portal Administrator to make sure that the admission process is most efficient
- Issuing the weekly enrolment report
- Purchase orders of the department

