



POSITION: Admissions Officer
REPORTS TO: Admissions Advisor
WORK LOCATION: Cilindak

PURPOSE

Under the direction and supervision of the Admissions Advisor, the Admissions Officer main responsibilities is to assist in the recruitment, retention, and transitions of students to and from our School.

QUALIFICATIONS AND EXPERIENCES

- Bachelor's degree(s) in Academics, Marketing, Business Management or equivalent
- Ability to work independently and collaboratively
- Ability to succeed in a dynamic, fluid, local environment
- Prior experience working in Admissions preferred
- Familiarity with international schools and students
- Experience and understanding of the many diverse cultures
- Excellent planning, organization, oral and written communication skills
- Strong computer literacy required

DUTIES AND RESPONSIBILITIES

- Facilitates and actively participates in the successful transition processes of all students
- Shows cultural sensitivity to all families, recognizes the stress of transitions and works to mitigate that stress
- Contributes to the development and implementation of a systematic process for new admissions and for those leaving
- Communicates with families in transition in an effective and efficient manner, shows professionalism at all times
- Works with colleagues to ensure a positive and effective environment in the Admissions Office
- Acts as a professional representing JIS at all times, both in and out of School
- Maintains neutrality and confidentiality at all times
- Takes responsibility for continuous professional development, learns new ways to improve transitions processes
- Responds to inquiries by phone, email and in person
- Conducts tours
- Receives, compiles, summarizes, and manages application documents, ensuring accuracy and completeness of important information
- Communicates in a timely manner with families through the application and enrollment process
- Any other tasks as directed by the supervisor

Builds Positive Interpersonal Relationships

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

Ongoing Professional Growth

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

Apply to: Human Resources Manager
Email: recruitment@jisedu.or.id