

职位说明书/ Job Description

基本信息/General Information			
所在机构/ Business Unit	北京乐成国际学校 BCIS	所在部 /Department	招生和社区关系部 Admissions and Community Relations Department
职位名称/Job Title	招生助理 Admissions Assistant	职级/Job Level	Leave as blank for the moment, will define after job level mapping
汇报关系/Reporting Relationship	上级职位/Direct Manager's Position	招生官 Admissions Officer	
职位概述/Position Summary			
(请简短描述此职位的设置目的、工作范围/Please describe the position objective and working scope in brief.)			
<p>Under the leadership of Admissions Officer, and Admissions and Community Relations Senior Manager, this position is responsible for assisting Admissions Officers to collate and analyze Admissions-related data, answering inquires, leading campus tours for ECC, ES and SS, preparing for interviews and backing up Admissions Officers when needed; coordinating with Finance, Academic and IT teams to follow up enrollment and reenrollment related issues; attending community events and school activities to connect with parents and academic team closely; helping whole team with data and Admissions support.</p>			
岗位职责/Responsibilities			
主要职责/Major Responsibilities			比重
Enrollment Management <ol style="list-style-type: none"> 1. Assist Admissions Officer team to produce Admissions SOPs and Handbook for SY2122. 2. Be clear of Admissions team and individual goals and work closely with Admissions officers and Admissions Manager to plan and execute the goals 3. Demonstrate warm and personalized communication when speaking and writing to families 			50%

<ol style="list-style-type: none"> 4. Assist Admissions Officers to manage campus tours for ECC, ES and SS, interviews and assessments with high quality and create a positive experience for families. 5. Be able to take Admissions Officers' role as back up when needed. 6. Assist Admissions Officers to prepare requested admissions items for events, interviews, campus tours etc. 7. Work with Finance and IT to ensure new enrollment data is on track for billing. 	
<p>Reenrollment Management</p> <ol style="list-style-type: none"> 1. Work with Finance and IT to align reenrollment data. 2. Coordinate team to follow up with reenrolled and not reenrollment families warmly and professionally and track notes. 1. Report reenrollment data to team on a daily basis. 	20%
<p>Data Management</p> <ol style="list-style-type: none"> 1. Assist Admissions & Community Relations Senior Manager to track Admissions data, budget and analysis thoroughly. 2. Work as data backup person of the team 1. Proficient at Open Apply and PowerSchool data update 	10%
<p>Retention</p> <ol style="list-style-type: none"> 1. Actively build community relationship with all stakeholders including PTA members, parents at PAL workshop, teachers, students and alumni. 2. Monitor community sentiment and provide helpful feedback to Academic and Admin staff to help improve retention. 	10%
<p>Team Collaboration</p> <ol style="list-style-type: none"> 1. Be reflective, think critically and creatively, and demonstrate initiative to help the team improve and develop. 2. Help build and maintain a positive Admissions team spirit. 3. Participate in events such as Open Houses, JingKids Fair, New Parent Breakfast, Spring in the City, Alumni Reunions etc. 4. Work on other projects designated by Admissions & Community Relations Senior Manager and Admissions Officer. 	10%
主要绩效指标/Key Performance Indicators	

准确性 Accuracy : 相关数据的正确率为 100% The accuracy of relevant data is 100%

专业性 Professional : 通过不断提升专业知识, 为教学及行政团队提供有效支持 Provide effective support for academic and admin team through continuous improvement of professional knowledge

及时性 Timeliness : 工作需求在收到当日进行沟通回复 Communicate and respond to work requirements within one day of receiving the requirements

效率性 Efficiency : 工作积极主动, 及时完成工作, 无不良反馈 Work proactively, complete the work in time, without negative feedback

任职资格/Qualifications

教育背景/Education Background	Bachelor's degree or higher, majoring in public relations, marketing or English is preferred
工作经验/Working Experience	2-4 years' experience in public relations, marketing and/or Alumni Relations is preferred
相关证书/Certification	无/Not Applicable
能力素质/Skills and Competencies	<p>Excellent communication skill both in Chinese and English.</p> <p>Strong writing, planning and organizational skills. Ability to organize and complete multiple tasks simultaneously with close attention to detail.</p> <p>Knowledge of marketing, public relations and event planning, methods and techniques.</p> <p>Understanding of and passion for education.</p> <p>Excellent interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the institution, alumni, other constituents, and the general public</p> <p>熟练使用办公软件, 如 word, excel, PPT 等 Computer literacy, skilled in office software, like word, excel, PPT, strong Internet skills, including research, use of social media, and basic website management</p> <p>Strong leadership skills with the ability to be persuasive and influential</p> <p>Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals</p>

职业发展路径/Career Development Path
版本信息/Version Information

版本号/Version No.	001				
编写日期/ Date of Creation	2021-5-24	修订日期/Date of Revision		审批日期/Date of Approval	
编写人/Drafted by	Carrie Xing	修订人/Reviewed by	Phil Clark	审批人/Approved by	HR department