

Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: Admissions Intern

职位：招生部实习生

Duration: June, 2023 to December, 2023

工作时间: 2023年6月至2023年12月

QUALIFICATIONS:

任职要求:

1. Graduate in 2024 or 2025, Bachelor's degree 2024 年或者 2025 年毕业，本科学历
2. A collaborative team member 有团队合作意识
3. Previous work experiences in international schools or admissions department preferred 有国际学校或招生部工作经验者优先
4. Good oral and written communication skills in both English and Chinese 良好的中英文口语及书面语交流能力
5. Ability to take initiative and work independently 能积极主动并独立完成工作
6. An open-minded and effective communicator 思想开明，沟通有效
7. A willingness to work above and beyond the call of duty, particularly during the peak admissions season 有责任心，在招生高峰期能够主动承担责任
8. Friendly, courteous and effective listening skills 为人亲和，待人有礼，善于倾听
9. Good attention to details 注重细节

REPORTS TO: Admissions Manager

上级：招生经理

JOB GOAL: Reporting to Admissions Manager, and working closely with all other admissions staff at both campus, is responsible for assisting the admissions office in a daily manner and present a professional look at the main reception area.

工作目标: 向招生经理汇报工作，与两个校区招生部员工密切合作，协助招生部日常工作，保持前台区域展现出良好的专业化水准。

RESPONSIBILITIES:

岗位职责:

1. Answer telephone calls at the main campus or ECC reception for the school and summarize daily calls in a report
接听主校区或幼儿园电话, 并总结当日重要来电信息
2. Warmly serve students, teachers, parents and visitors to BCIS
热情接待学生、老师、家长和学校访客
3. Look after the lobby and reception area of main campus or ECC
管理主校区或幼儿园前台和大厅
4. Facilitate the bookings for the meeting rooms in the lobby area
负责前台区域的会议室预定
5. Facilitate Admissions queries for prospective families
解答咨询家庭提出的招生问题
6. Facilitate preparation for school tours for prospective families
负责校园参观准备工作
7. Assisting drop-in guests
为访客提供帮助
8. Assisting families, students and teachers
为家长、学生和教师提供帮助
9. Assisting and maintaining the presentation of the lobby
保持前台区域整洁, 展现良好形象
10. Assisting students and parents with lost and found property
管理失物招领处

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注: 上述岗位职责反映了该岗位的主要功能或职责的总体要求, 并不能被视为对该岗位要求的详细描述。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组 (the International Task Force on Child Protection) 的建议, 在招聘环节秉承高标准: 格外注重候选人对儿童保护的认知。