

## ***Job Description***

### ***Beijing City International School***

**TITLE:** Admissions Assisant

#### **RESPONSIBILITIES :**

##### Enquires

1. Responsible for daily face-to-face, telephone and email communication with parents.
2. Receive and transfer phone calls in a timely, efficient and polite manner.
3. Follow up with parents by call or emails as needed by Admissions Manager or Admissions Officers.
4. Ensure enquires receive timely answers from Admissions Officers if they are beyond your knowledge.
5. Provide valuable feedback about parents' needs and wants to the team.

##### Community Relations

1. Be the first point of contact for school and campus visitors.
2. Dress professionally, speak confidently with a smile and always act with a service mindset.
3. Warmly receive and greet all BCIS visitors and guide them to the right place or find the required resources.
4. Proactively help solve community members' questions.
5. Be familiar with all on-going or upcoming events on campus and proactive remind team to show up.
6. Issue student enrollment proof letter per request.

##### Administration

1. Assist Admissions Officers to prepare requested admissions items for events, interviews, campus tours etc.
2. Ensure the front-desk area is clean and welcoming.
3. Manage document filing on Teams or on the white board in a timely manner.
4. Track application data regularly and share trends with team.
5. Manage team's lunch duty schedule, phone recording schedule during holiday time etc.
6. Act as the trainer and mentor to temp receptionist during Admissions peak season.
7. Turn on the big screen and make sure the correct photos are played and turn off TV when off work.

##### Team Collaboration

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. Be responsible for team building activities including monthly Awesome Service Award, birthday parties, gift purchasing etc.
4. Collate data, research, phone call follow-up as needed.
5. Participate in events such as Open Houses, JingKids Fair, New Parent Breakfast, Spring in the City, Alumni Reunions etc.
6. Work on other projects designated by Admissions & Community Relations Senior Manager and Senior Admissions Officer.

#### **QAULIFICATIONS:**

1. Bachelor's degree or higher, majoring in public relations, marketing or English is preferred.
2. 2-4 years' experience in public relations, marketing and/or Alumni Relations is preferred.
3. Excellent communication skill both in Chinese and English.

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4. Strong writing, planning and organizational skills. Ability to organize and complete multiple tasks simultaneously with close attention to detail.
5. Knowledge of marketing, public relations and event planning, methods and techniques.
6. Understanding of and passion for education.
7. Excellent interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the institution, alumni, other constituents, and the general public.
8. Computer literacy, skilled in office software, like word, excel, PPT, strong Internet skills, including research, use of social media, and basic website management.
9. Strong leadership skills with the ability to be persuasive and influential.
10. 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

**REPORTS TO:** Admissions Manager

**EVALUATION:** Performance of this job will be evaluated by the admin staff in accordance with Board Policies and Protocols.

**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.

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.