



Shattuck-St. Mary's School, Forest City

Shattuck-St. Mary's School, Forest City (www.ssm-fc.org) is a new school campus of Shattuck-St. Mary's in Faribault Minnesota (www.s-sm.org). We are opening in Johor Bahru, Malaysia in August of 2018. If you are an experienced, flexible, optimistic educator, this is your chance to be part of building a new school culture and new school traditions.

Admissions Executive/ Registrar

Job Purpose:

The Admissions Executive/Registrar would be required to manage the immigration process for the students and to assist the Marketing and Admissions director with the day-to-day running of the Registrar office.

Reports to: Marketing and Admissions Director

Specific Duties

- Maintain a database of student information, telephone logs and student feedback in order to generate student reports for management whenever required.
- Processing of student visas
- He/She will be the liaison officer for any immigration matters pertaining to student affairs.
- He/She will be the contact person for any enrolled student's/parent's inquiries.
- The Registrar will be assisting the respective Principals with the school reports and student records.
- Ensure that the Admissions and reception office is running effectively.
- Analyze the applications of prospective students based on standard admission policies.
- Provide clarifications to student's/parent's queries in a professional manner.
- Advise students about the curriculum offered, admission procedure, eligibility and costs involved.
- Aid with recruitment activities, student interviews, admissions publications, and information sessions.
- Aid the students to complete the online enrolment forms.
- Develop innovative communication strategies, recruitment strategies and enrolment plans in coordination with senior management to attract and enrol more students.
- If required, participate in recruitment events, open houses, school fairs, information sessions, exhibitions, school visits and off-campus events.

No. H5 & H6, 2F Phoenix Hotel, Jalan Forest City 1,
Pulau Satu, 81550 Gelang Patah, Johor Bahru, Malaysia.

www.ssm-fc.org

**Requirements:**

Excellent spoken and written English as well as Mandarin language skills, one of which should be at a native speaker level due to the requirement to communicate with English and Mandarin speaking customers

- Friendly and energetic as well as have excellent communication skills.
- Enjoy meeting new people, giving presentations, and answering questions about their institution.
- Strong computer skills and proficiency with statistics can be helpful in organizing and analysing admissions information.
- Excellent organisation, administration and communication skills
- Preferably with experience in Admissions/Administration in an international school

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