



Job title	Admissions Associate (Local Position)
Reports to	Admissions, Communications & Marketing Coordinator
Interfaces with	Parents, students, faculty and staff, Leadership Team, the Director, and external stakeholders
Supervises	No personnel assigned

Description/Summary

The *Admissions Associate* is responsible for assisting the Admissions Coordinator in the day-to-day operations of the Admissions Office. This role includes interacting with families who are inquiring about admission, data entry and management, campus tours, and other important administrative tasks.

Qualifications/Skills

Bachelor's degree. At least 3 years' experience working in a professional setting. **A high degree of English language fluency - both written and verbal. Strong interpersonal skills. Strong Information Technology (IT) skills.** The ability to work independently and be able to follow through on instructions in a timely manner.

Duties and responsibilities

The main duties of the Admissions Associate include, but are not limited to, the following:

- Respond and follow up to calls and emails regarding the application and enrollment process
- Assist with application tracking and processing
- Plan and coordinate scholarship applications
- Arrange individual and group assessments (scheduling, notifying applicants, etc)
- Conduct campus tours
- Assist with and coordinate new family orientation
- Enter new student data into the school information system/database
- Share enrollment data with other administrative departments (Business, divisional offices, etc.) as needed
- Be a positive representative and ambassador of the school
- Establish and maintain effective, respectful, and cordial working relationships with all stakeholders
- Perform any other duties as assigned by the Admissions, Communications & Marketing Coordinator.

For further information about The International School Yangon (ISY), please visit our website at www.isyedu.org

ISY offers a competitive salary and benefits package, and the opportunity to work in a positive, friendly, team-oriented, and professional working environment.

To apply, candidates should submit a full Curriculum Vitae (including comprehensive details of key achievements and responsibilities) and a covering letter which fully addresses the competencies outlined in the brief job description and person specification. Two reference contact details (names, titles and emails) indicating the most recent supervisor should also be included.

Completed applications should be sent to opportunities@isyedu.org. The closing date for applications is Friday, March 8, 2024.