



ADMISSIONS ASSISTANT

School: Support Staff

Location: West Bay Campus

Contract: Permanent

Working Hours: Full-time, 7.00am until 2.00pm, Sunday to Thursday

Closing date: 17 January 2018

To apply for this vacancy, please complete an application form, available at www.dohacollege.com/vacancies.
CVs will not be accepted.

If you have any queries about working for Doha College, please contact recruitment@dohacollege.com

JOB DESCRIPTION

Primary Objective of Role

To support the Admissions Manager in registration and admission of students to Doha College and other admissions related tasks.

Accountability and Responsibilities

- Processing of applications in accordance with admissions procedures, including making arrangements for school visits, to ensure that all applicants receive a positive impression of the school.
- Dealing with admissions queries from parents made in person, by telephone and email.
- Timely and accurate maintenance of confidential student records, including entering information into the school management information system and the Supreme Education Council database.
- Conducting tours of the school campus and being present during school open days.
- Other Admissions related tasks, as and when required and delegated by the Admissions Manager.
- General administrative duties.
- Support the Admissions team, as and when needed, in carrying out over all admissions related activities.



PERSON SPECIFICATION

Key Requirements

Qualifications

- Minimum Secondary/High School Level Education.
- Relevant professional qualification will be preferred.

Experience

- Experience of working in an administrative role, ideally in a school or customer-service driven environment.
- Experience working in Admissions department will be preferred.
- Experience of the Schools Information System (SIMS), advantageous.

Skills, Knowledge and Abilities

- Excellent interpersonal and communication skills (written and verbal).
- Total integrity to deal with confidential information.
- Team-player, who is flexible to take on any task assigned.
- Excellent command over written and spoken English.
- Must be able to prioritise and plan work activities as to use time efficiently.
- Must be organised, accurate, thorough, and able to monitor work for quality.
- Ability to deal with callers and visitors in a calm and courteous manner.
- Numeracy and literacy skills.
- High level of accuracy and attention to detail.
- Adept in the use of Microsoft applications and databases.