



INTERNATIONAL
SCHOOLS GROUP
مدارس المجموعة العالمية



Job Posting for School Year 2018-2019

Job Title:	Director of Admissions
Department:	Superintendent's Office - District Office
Work Location:	Dhahran Campus
Calendar Days:	210 days @ 8 hours
Salary Code:	Administrator
Date Posted:	12 February 2018
Closing Date:	29 March 2018

International Schools Group (ISG) in brief

The International Schools Group was founded in 1962 to serve the needs of expatriate families living and working in the Kingdom of Saudi Arabia. ISG is a not-for-profit, forward-looking school district comprised of seven schools in five locations. The schools are coeducational day schools delivering preschool to grade 12 programs for expatriate children and a small number of students from the host country. Depending on the school, each offers either a British, American, or International curriculum, and encompasses the following higher level programs: AP and IB (selected American schools), and GCSE and A-Levels within Dhahran British Grammar School. ISG currently serves the needs of over 4,500 students and this number is projected to steadily increase.

The District is governed by a Board of Trustees, supported by school councils, and is licensed by the Saudi Arabian Ministry of Education. The Middle States Association of Colleges and Schools accredit ISG's American and International curriculum schools.

ISG is committed to the safety and protection of children and young people and expects all staff and volunteers to share this commitment.

Living in Saudi Arabia is comfortable, secure and rewarding. The rich culture of the host country makes living in the Kingdom fascinating and enjoyable. Saudi's location provides unique access to travel opportunities, both within the region and beyond. Salary and benefits for administrators are competitive and generous and, when coupled with excellent work and living conditions, provide a comprehensive package.

Website: <http://www.isg.edu.sa/>

Summary of Position

The Director of Admissions will lead and continuously develop ISG's processes for attracting and retaining families and enrolling students who are well-matched to our programs. Partnering with the Superintendent and Principals, the Director of Admissions will successfully tell ISG's unique story to prospective students and parents, both in the Eastern Province of Saudi Arabia and internationally.

The successful candidate will have the opportunity to enhance the school's enrollment management strategies and systems as we maintain our top-tier position in an increasingly competitive international education market.

The Director of Admissions will provide leadership, development and directions to inaugural alumni relations, advancement and marketing/communications activities within ISG.

Job Duties and Responsibilities

The Director of Admissions is responsible and accountable to (but not limited to) the following:

Admissions and Student Recruitment

- Provide leadership, guidance and direct supervision to all ISG Registrars, Bursars and Admissions Staff;
- Develop strategy, policy and process formation and lead performance review relating to Admissions;
- Provide support, guidance and advice to staff across ISG on student recruitment, admissions, marketing and communications, alumni relations and advancement activities;
- Oversee the introduction and implementation of a comprehensive and efficient admissions system across ISG's 6 (six) school sites in the Eastern Province;
- Provide information, advice and support to stakeholders, enquiries, applicants and students;
- Present ISG externally in conferences, seminars and events;
- Develop and lead on and off campus events to support student recruitment;
- Accountable for data informed and strategic decisions about student recruitment opportunities;
- Foster collaborations with internal and external stakeholders to achieve strategic goals.

Marketing and Communications

- Provide leadership, guidance and direct supervision to the Marketing and Communications Team;
- Coordinate contributions to and oversee the development of ISG's communications strategy;
- Expand and enhance the public image of ISG through effective student recruitment campaigns;
- Supervise admissions and other ISG promotional information featured on websites, social media channels, etc.

Alumni Relations and Advancement Activities

- Initiate, lead and promote life-long alumni programs and services;
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally;
- Develop and maintain relationships with stakeholders, employers and external partners;
- Expand and enhance the public image of ISG through regular networking events;
- Accountable for data informed and strategic decisions relating to advancement activities;
- Provide leadership, development and direction to inaugural alumni relations, advancement and marketing/communications activities within ISG.

Other

- Maintain appropriate professional development, expertise and awareness;
- Participate in training and staff development events, as trainer or trainee as appropriate;
- Undertake other tasks and responsibilities as may reasonably be required;
- To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Eligibility Requirements

- To secure a visa to work in Saudi Arabia, applicants must be less than 60 years of age at the time of visa application (summer 2018). The current age of retirement per ISG's policy is 65 years of age.

Selection Criteria

The ideal candidate should have:

- Master's degree (preference for Business Management or Educational Leadership);
- Minimum of five (5) years management experience in an equivalent role in the education sector;

- Marketing experience in an international context;
- Exceptional IT skills, including a strong working knowledge of Microsoft Office packages and Google Docs;
- Outstanding literacy and numeracy skills;
- Arabic language skills (desirable);
- Excellent oral and written skills;
- Ability to deal tactfully and effectively with staff at all levels, demonstrating discretion where appropriate, particularly when dealing with sensitive and confidential information/data;
- Excellent interpersonal, negotiating and relationship management skills;
- High level of cultural sensitivity (desirable);
- Proven advanced analytical and problem solving capacity;
- Proven ability to work collaboratively with other departments;
- Ability to work cohesively in a small team of administrators with minimal direct supervision;
- Ability to coach, motivate and develop a team delivering a consistent, high quality service;
- Ability to work under pressure and manage multiple projects simultaneously;
- Awareness of local data protection legislation, health and safety and equality and diversity;
- The proven ability to participate in high level networks both internally and externally;
- The ability to work alongside all levels of staff and external contacts;
- Ability to plan and organise a busy workload with minimal supervision to a high standard;
- Ability to work proactively in a remote environment, as well as in the office.

Application Procedure

Timeline for Search:

- Week beginning February 12, 2018: Position posted
- March 29, 2018: Application deadline
- April 8-12, 2018: Shortlist of candidates selected for initial interview
- April 15-19, 2018: Shortlist interviews to take place
- April 26, 2018: Announcement of selected candidate

ISG reserves the right to close the selection if a suitable candidate is found prior to the dates indicated above.

If you meet the selection criteria, please submit the following in a single PDF document to **ISG Recruitment**. Send via email: apply@isg.edu.sa:

- Letter explaining suitability for consideration as Assistant Principal;
- CV/Resume of relevant qualifications and experience;
- Up to 3 contacts to serve as references, one of which must include your current supervisor(s) (Principal), and previous supervisor.

A link to an online portfolio that provides additional examples of current experiences and skill sets is welcomed.

For further information about the position please call Tracy Kennedy, Director of Human Resources on 00966-13-3300555 ext. 3206.