

POSITION DETAILS:

Position Title:	Admissions and Registration Officer
Reports to:	Head of Marketing and Admissions
Division:	HQ
Department:	Marketing and Admissions Department
Grade:	

JOB PURPOSE:

Admissions and Registration Officer main objective is to promote the school to prospective students and their parents, and to process their admissions and registration at the school. The Officer is responsible for following through with the school's outreach strategies, building relationships with the local community, and providing information about the school to prospective students and families. The Officer works closely with each of the 5 schools leaderships team while processing new students' admissions, registration, and all the outreach activities conducted by the school. The ultimate goal of the role is to increasing student enrollment and to ensure that the school is well-represented in the local community.

KEY RESPONSIBILITIES:

POSITION Responsibilities:

Admissions responsibilities:

- Receiving and following up with admissions enquiries and prospective student (through all communications channels and/or campus tours).
- Processing student applications and determining eligibility for admission.
- Communicating with prospective families and assisting with the enrolment process.

Registration responsibilities:

- Maintaining and updating student records upon admissions.
- Maintaining and updating student records as continuing students.
- Follow up with the continuing student's registration, and other administrative requirements.

Outreach responsibilities:

- Follow through and implement the school's outreach strategies of promoting the school to prospective students and their families.
- Building relationships with the local community to increase awareness of the school.
- Representing the school at events and meetings to promote the school and build relationships with the community.
- Providing information about the school and its programs to prospective students and families (through all communications channels and/or campus tours).

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Line Managers.
- Current student's parents and students.

External:

- MoE
- Prospective student's Parents and students
- Partners

QUALIFICATIONS, EXPERIENCE, & SKILLS:	
Educational Qualifications:	
<ul style="list-style-type: none"> Bachelor's degree or Diploma's degree 	
Professional Qualifications	
<ul style="list-style-type: none"> 	
Experience	
<ul style="list-style-type: none"> Preferred min. 2 years' experience in educational institute admissions or registration 	
Other requirements	
<ul style="list-style-type: none"> Ability to work under pressure. Must have solid verbal and written communication skills in English. Must have leadership skills and ability to react calmly and responsibly in emergency situations. Resourceful and proactive in dealing with issues as and when they arise. Must be computer literate. 	

VERSION CONTROL:		
Prepared by	HRD	Date
Updated by	HRD	Date