

Job Description

Job title/Position: Admissions and Enrolment Coordinator

Division: Admissions

Direct Supervisor: Admissions and Enrolment Manager

Position Overview

In collaboration with the Admissions and Enrolment Manager, the Admissions and Enrolment Coordinator will support the day-to-day operations of school admissions with all applicants

Qualifications and Experience

The Admissions and Enrolment Coordinator should have:

- A strong commitment to the mission of the school
- A solid understanding of the Hong Kong educational landscape
- International mindedness
- Ability to communicate effectively with others
- Strong organizational skills
- The ability to multitask
- Fluency in English and Cantonese language (reading, writing, and speaking)
- Strong IT skills
- An ability to maintain confidentiality
- An ability to advocate for the school

Preferred Skills and Experience

- Mandarin language capabilities

General Responsibilities

The Admissions and Enrolment Coordinator will be responsible for:

- Scheduling tours and interviews
- Carrying out tours with interested families
- Assisting with all aspects of admissions, enrolment and withdrawal management in Veracross information system (training provided)
- Communicating verbally and in writing with parents about the school/admissions procedures, curriculum, school day, et cetera
- Processing applications through all stages of the online application process and filtering and presenting applications for the Admissions Committee
- Assisting the Finance Department regarding invoicing
- Orienting new families, including updating new student database, sending out orientation packets and other correspondence to support family onboarding
- Preparing and distributing assessment packs to teachers and administrators
- Assisting with student assessments
- Supporting Playgroup administration and enrolment
- Supporting logistics of prospective parent events

- Maintaining and growing relationships with relocation agents, educational consultants and feeder schools.
- Completing other duties as assigned by Direct Supervisor

Work Hours

- 7:45 am - 4:00 pm Monday to Friday with a 45 minute lunch break. Due to the nature of the role, working hours may be flexible to support HKA events after school hours, evening hours and weekends as directed by your supervisor.

Contact: recruitment@hkacademy.edu.hk

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