



Job description: Admissions Officer

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

Function	Admissions Officer	Department	Admissions
Start Date	August 2018	Location	Dubai, UAE
Reports to	Head of Admissions	Position (s) Supervised	N/A

Job Scope	As an Admissions Officer you will be a key player in the administration of the SISD admissions process. You will work as part of the Admissions team and provide guidance throughout the application process from the first point of contact until the enrolment in the programme and start at SISD
Main Duties and Responsibilities	<ul style="list-style-type: none"> • To handle competently all enquiries and advise parents • To handle systematically and efficiently applications and communication with candidates and their parents • To manage and monitor application forms and all supporting documents • To arrange and conduct admission testing/interviews for prospective students • To arrange tours of the school and follows up with prospective parents • To keeps track of admitted students and follows up with parents • To issue offers to and follow up with parents • To systematically manage class and waiting lists • To be a point of trust and confidence for future parents
Key Relationships	

Internal	Admissions team, Marketing & Sales Team, Head of Primary School, Head of Early Years, Head of Secondary School, Head of Departments (Languages, Inclusion, Boarding) Finance team, HR, all teaching staff
External	Prospective students, parents, other schools

Position Requirements	
Education	Bachelor Degree in Education, Communication or Marketing & Sales
MUST HAVE SKILLS	<ul style="list-style-type: none"> • Proficient in English • A self-starter with a high degree of initiative and motivation • Articulate communicator • Good problem solving skills • Proficient IT user • A second language (German or French)
Experience	<ul style="list-style-type: none"> • Experience in the field of education • Experience in the field of Admissions • Working with a CRM system/student data management system
Competencies	<ul style="list-style-type: none"> • Inter-cultural awareness with outstanding interpersonal skills • Proven ability to build strong working relationship, internal and external to the organization as well as parents and students • Ability to build trust • High integrity • High degree of credibility
Additional Requirements	Any additional language a plus (Arabic, Russian, Italian)
Salary & Benefits	The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate and is in-line with UAE Labour Law.
Contract	Unlimited on Free Zone
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this particular position • Current CV not to exceed two pages • 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years <p>Please send your application to: hr@sisd.ae</p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>