

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality and holistic education to a multinational student body of approximately 1250 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced and qualified candidates for the following position to start **in April 2024 or as mutually agreed.**

ADMISSIONS MANAGER

(Monday to Friday, 8:00am to 4:30pm)

The successful candidate should be a highly visible and collaborative individual overseeing all aspects of admissions for the German International Stream and the English International Stream (Secondary Department), recruitment, and directing the admissions process from inquiry through enrolment. The Admissions Manager will focus on student and parent engagement efforts to strengthen retention among GSIS's current students and families. S/he leads a collaborative effort to develop and implement both short-term and long-term recruitment strategies to ensure GSIS meets enrolment objectives. S/he will work collaboratively with the Principal, Deputy Principals, the Advancement Team, and the Heads of Department and will manage the Admissions Team.

DUTIES & RESPONSIBILITIES

- Manage all stages of the admissions process from initial enquiries, the planning and execution of annual assessments and preparing offer letters to successful applicants.
- Formulate annual Admission and Enrolment Action Plans with clear goals, objectives, and tactics. Set and achieve annual enrolment and admission targets in accordance with the School's Mission and Strategic Plan.
- Represent the Admission Department and School at public events, on and off campus, which includes campus tours, Parent Open Houses designed for prospective parents, admission fairs & seminars etc.
- Attend all assessments and relevant assessment information events in person, including liaising with the Heads of Department.
- Understand and inform the senior leadership, admissions staff and community about research and demographics and admission and enrolment trends, ensuring that changes and challenges are anticipated, understood, and addressed.
- Retain students by implementing and executing strategies to identify students at risk, share information, and intervene when appropriate.

REQUIREMENTS

- Bachelor's degree in a relevant field (e.g., education, business administration, marketing).
- Previous experience in admissions or enrolment management, preferably in an educational institution or related field.
- Proficiency in English and **German language (native speaker level) is a must.**
- Strong knowledge of admissions procedures, policies, and best practices.
- Excellent communication and interpersonal skills, with the ability to engage with diverse stake holders and provide exceptional customer service.
- Strong leadership and management abilities, with experience leading a team and setting goals.
- Evident ability to handle multiple projects.
- Ability to think and plan strategically and creatively, as well as work cooperatively with others.

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation at a subsidised rate is provided between Central and the Peak Campus, subject to availability. We welcome candidates who are committed to continuous professional development and willing to contribute to wider school activities.

HOW TO APPLY

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://mygsis.edu.hk/>.

Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only. **GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.**



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