

JOB DESCRIPTION

ADMISSIONS ADVISER

The College is seeking a part time adviser to work with our admissions department.

Ideally the successful applicant will be:

- An experienced MYP/DP qualified teacher
- A native English speaker
- A person who can work to a flexible schedule as needs dictate
- A person who can be available during school holidays and in particular the July holidays

Duties will include:

- Administering and marking admissions tests
- Conducting admissions interviews
- Advising the admissions manager on education/language related matters
- Email, phone and face to face communication with parents and applicants
- Designing admissions testing materials
- Liaising with teaching staff on programs and suitability of applicants for admission.
- School tours
- Scholarship student interviews, renewal interviews and scholarship committee member.
- Scholarship test assistance

The successful applicant can expect an average of 2/3 days per week employment.