



JOB DESCRIPTION

Admissions, Communications and Marketing Consultant

(Consultant Position / Internal Transfers Possible)

JOB TITLE: Admissions, Communications and Marketing Consultant

REPORTING TO: Director of Admissions and Director of Communications

PURPOSE OF THE JOB:

The Admissions, Communications and Marketing Consultant works with the Director of Admissions and Director of Communications to assist with all aspects of the admissions and communications and marketing processes. He/she assists the Admissions team with tours and various administrative tasks as required, including data entry, filing, mailings and general administrative duties. He/she will assist with school and dorm tours alongside the Admissions Marketing Coordinator, lead nurturing and cold calling as well as data capturing. He/she will also assist the communications team to collect and produce collateral for above- and below-the-line marketing activities pertaining to acquisition of enrolments. He/she will have a good understanding of trends and activities which may boost the school brand in social media channels and be able to capture materials (i.e. photos or videos) and create collateral which are in-keeping with these trends, in support of the admissions and communications department. The person needs to be a strong English speaker as he/she will be liaising with a diverse, international audience.

DUTIES AND RESPONSIBILITIES:

Primary Responsibilities

- Switch Board
- Maintaining and preparing files of applicants - regrets/offered/declined offers etc.
- Conducting online/ in-person admissions tests
- New Student Orientation - Organising, coordinating, scheduling and parent communication.
- Dorm Campus tours
- Assisting with virtual parent open days
- Data management
- System management and reports (Data upkeep mainly)
- Managing the office – requisitions and RFPs
- Social Media collateral creation and collating as a support to the communications department
- Cold calling and lead nurturing as a support to the admissions department
- Travel arrangements for admissions team members
- Admissions team events venue coordination
- General support to Communications and Admissions team

As with all job descriptions, the postholder is expected to carry out related tasks which may be reasonably required by the Supervisor.

**SKILLS AND QUALIFICATIONS REQUIRED:**

- Graduate with 3 – 5 years of experience
- Experience with school admissions or administration
- Experience with social media trends and collateral creation
- Excellent written and verbal communication skills in English
- Clear and confident whilst communicating
- Service attitude and customer service experience
- Good overall "Microsoft Office" skills (especially Excel and PowerPoint)
- Sales or PR background
- Happy and comfortable with the concept of "Hospitality"
- Collaborative "way of working"
- Energetic and a go-getter
- Photography and videography an advantage

APPLICATION DEADLINE: On Rolling Basis

HIRING PROCESS:

Interested applicants should apply through <https://my.hirehive.io/woodstock-school>

Shortlisted candidates will be interviewed by the hiring committee via Zoom

JOINING DATE: As soon as possible