



Riffa Views International School Kingdom of Bahrain

Admissions Coordinator Job Description

The Admissions Coordinator is pivotal in attracting potential families to our school, presenting it in the best light to increase enrollment. Their role encompasses four key areas: recruiting new students, evaluating prospective candidates, monitoring and interpreting data, and overseeing the entire admissions process. The Admissions Coordinator will engage professionally with all RVIS stakeholders and foster collaborative relationships with faculty, staff, and administration.

Essential Expectations of an RVIS Employee:

- 1) **Mindset:** Subscribe to a mindset of agility, ambiguity tolerance, and openness to feedback, professional growth and new learning. Become comfortable with being uncomfortable because all learning requires discomfort, and we only grow when we learn and reflect. Strive to balance system coherence with individual agency.
- 2) **Compassionate Action:** A belief that every child is awesome and unique. Treats everyone in the community with kindness. Shows grace in dealing with conflict. Believes in and takes action for the greater good.
- 3) **Student Wellness:** Maintain a safe and secure environment for all children and adhere to best practices around child protection and wellness, including maintaining appropriate boundaries and dialogue when speaking to and about students.
- 4) **Professionalism:** Maintain a professional demeanor in support of RVIS and its mission in all that we do with students and our community. Acknowledge our interculturalism as representatives of RVIS within Bahrain.

General Job Description

- A. Support the school's mission and philosophy.
- B. Manage the complete enrollment process, including new student registration, campus tours, and orientations, ensuring that each step of the process is seamless and welcoming.
- C. Evaluate student applicants, conducting assessments or interviews where necessary, and render admission decisions in coordination with the relevant divisions in the school.
- D. Respond to all correspondence relating to enrollment enquiries in a timely manner.
- E. Coordinate admissions decisions with divisional administrators, support staff, and faculty, fostering a collaborative approach for admissions decisions.
- F. Maintain comprehensive records and statistics on student enrollment history and trends, offering data-driven insights to guide enrollment strategies.
- G. Cultivate effective relationships with external organizations, including embassies, local and international businesses, and educational consultants, to highlight RVIS' strengths and programs
- H. Attend recruitment fairs to promote the school both locally and abroad.
- I. Be completely knowledgeable about the school, its program, curriculum, facilities, policies, personnel, etc.
- J. Work closely with marketing to craft and disseminate admissions promotional/marketing materials, including digital and print media.
- K. Promote positive relationships and rapport with all members of the school community.

- L. Process the withdrawal of students leaving with appropriate documentation.
- M. Provide the Head of School, Board and Principals with regular enrollment figures and projections, statistics and demographic information.
- N. Prepare comprehensive reports for the Board of Trustees related to admission.
- O. Continuously assess and enhance the admissions process, maintaining diversity and excellence by establishing metrics and KPIs for evaluation.
- P. Collaborate with the Business Office regarding student payments, re-enrollment, and financial planning.
- Q. Manage the re-enrollment process, keeping accurate records of attrition rates and other relevant data.
- R. Perform any other duties required for the seamless operation and success of RVIS, demonstrating flexibility and adaptability in a dynamic educational environment.

Qualifications:

- Proficient English speaker and writer.
- Possess the appropriate technology and integrated programs skills appropriate for the position which includes knowledge of school information systems.
- BA Degree - or equivalent.
- Experience in Educational facility.
- Possess upper level personnel skills.

Work Schedule: 200 contract days
Sunday through Thursday
7:45 am to 3:30 pm, plus additional time as required on a regular basis

Reports To: Head of School