



Aoba-Japan International School

Leading Positive Change

JOB TITLE

Admissions Officer

SUPERVISED, EVALUATED BY & REPORTS TO

Admissions Director

POSITION SUMMARY

The Admissions Officers will be working with the Admissions Director in recruiting students in accordance with the mission and vision of Aoba-Japan International School.

Workplace: Hikarigaoka Campus

PARTIAL LISTING OF DUTIES & RESPONSIBILITIES

- Assisting the Admissions Director
- Taking calls, responding to emails, and booking tours
- Preparing printed and digital materials for tours and info sessions
- Inputting and managing student information in SIS
- Working with the Marketing team
- Working with members from other campuses
- Other duties assigned

QUALIFICATIONS

- The ideal candidate should have:
- Bachelor Degree (B.A.) in Business Administration, Marketing/Public Relations, or Education
- At least 2 (two) years or relevant or related experience
- An understanding of computer systems and software applications
- Effective interpersonal and communication skills
- Strong organizational skills, with strong analytical ability and outstanding attention to detail
- An ability to prioritize, meet deadlines and work effectively under pressure
- A high level of commitment and professionalism
- Fluency in both written and spoken English and Japanese

Accredited by: The Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC)

Hikarigaoka Campus

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