

AMADEUS International School Vienna

Application Package: Admissions Officer (f/m/d)



Contract Date: Immediate

Application Closing Date: 30th June 2022

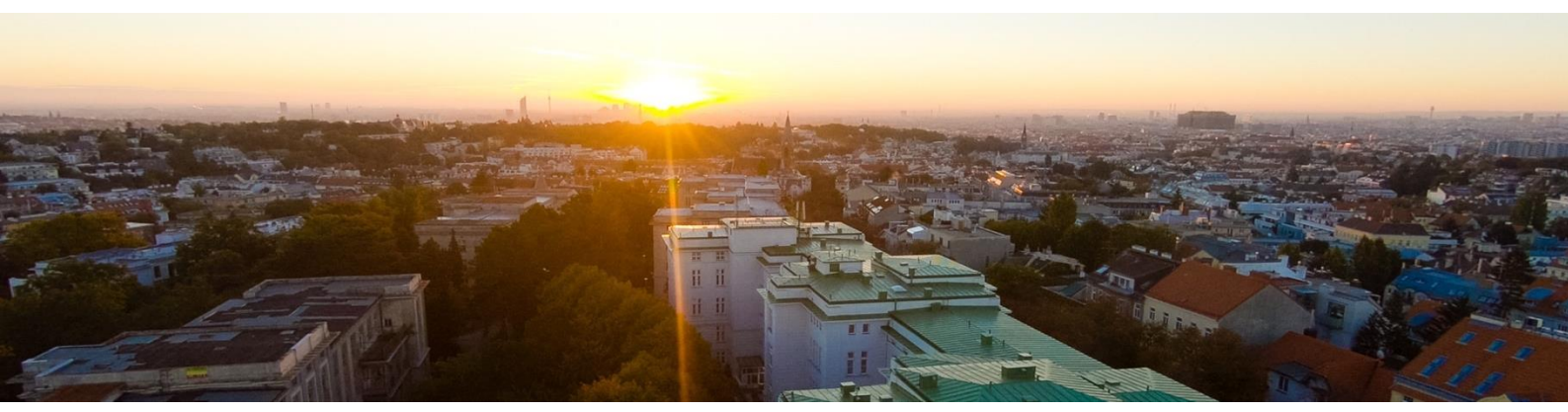
Employment: Full-time

AMADEUS INTERNATIONAL SCHOOL VIENNA is a dynamic IB World School (offering all four programmes) located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of community, which allows students to discover their talents and achieve their highest potential. With a strong commitment to creativity and performance throughout the school, AMADEUS has a dedicated Academy of Music and the Arts. Our outstanding boarding facilities host students from around the world as part of a school community of more than 45 nationalities.

We are currently planning to double in size over the next five years with the recent introduction of a stunning new 140 bed boarding facility. We are looking for an energetic, creative, and tenacious self-starter who understands customer service, knows the international educational market and has the drive to exceed expectations (i.e. attracts motivated and talented students from around the world to experience the AMADEUS distinction).

KEY RESPONSIBILITIES OF SUPPORT AND LEARNING

- Supports the Admissions Manager in the fulfillment admissions related objective in the School Strategic Plan.
- Maintains admissions correspondence and calendar events.
- Facilitates and coordinates enrolment and withdrawal related processes (including but not limited to, trial days, student and parent interviews and admissions testing).
- Coordinates with Accounting Office regarding admissions/school fee payments.
- Coordinates with other school-based teams (IT, Accounting, School Office, Boarding) all student procedures relating to enrolment or withdrawal.
- Facilitates aspects of the re-enrolment process.
- Prepares enrolment contracts.
- Arranges visits with companies to promote recruitment (i.e. embassies or companies that pay school fees as fringe benefits for their employees, relocation companies, etc.).
- Oversees agent relationships and contracts, including attendance at agents fairs and fostering new agent relationships in key geographical regions.
- Works cross functionally to support teams in areas of strategic importance.
- Liaise closely with Heads of Section and AMADEUS Music and Arts Academy (AMAA) to provide a full-service admission experience including Special Educational Needs (SEN), English Additional Language (EAL), After School Activities (ASA), School Bus etc. Provide post-admission support to families.
- Collects relevant data for the purposes of tracking and evaluation of marketing initiatives and understanding Ads demand profile.
- Monitors *Open Apply* Database Tracking and *iSAMS* Management Information System.
- Maintains the school register.
- Keeps abreast of key educational trends, theory and developments globally.
- Represents AMADEUS in key recruitment and promotions events, locally and internationally.



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REQUIREMENTS

Essential:

- 3 years successful experience in a similar role
- Bachelor's degree or other academic qualifications pertaining the work-field
- Excellent verbal and written communication skills in English and German language (C1 or C2)
- Organized, detailed oriented and with strong computer skills
- Ability to work autonomously and also collaborate well with colleagues
- Commitment, reliability, flexibility and trustworthiness and a high level of discretion
- Resourceful, with a positive disposition
- Well-presented and excellent manners
- Valid residency and work permit for Austria or EU citizen

Desirable:

- Additional languages (Chinese, Russian) would be an advantage
- Education sector experience
- Sales experience
- Customer service experience

WHAT WE OFFER

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- Attractive working environment within an open and warm community
- The salary, depending on qualifications and experience, follows the current salary scale with a minimum gross monthly salary of 2.000,00 EUR (14 times a year) for an employment based on a full-time equivalent (negotiable based on skills and experience with possible bonus structure)

HOW TO APPLY

AMADEUS Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records...) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team and would like to apply for an open position, please send your CV, supporting cover letter and references to jobs@amadeus-vienna.com.

Thank you for understanding that only shortlisted candidates will be contacted.

