

Admissions Director

Job Description

Role Summary	Leading, overseeing the implementation of the Admissions function of Li Po Chun United World College. (LPCUWC)
Main Accountabilities	<p><u>Implementation and Development</u></p> <ul style="list-style-type: none"> ♦ Develop and implement the Admissions Strategy for LPCUWC, which focuses on deliberate diversity. <p><u>Overseas</u></p> <ul style="list-style-type: none"> ♦ Liaison with UWC National Committees for student applications. ♦ Liaison with UWC International regarding LPCUWC admissions strategy and the implementation of UWC Admission Policies. ♦ Develop and implement a strategy for direct entry applications from outside of Hong Kong. This may involve working with and visiting overseas National Committees. <p><u>Hong Kong</u></p> <ul style="list-style-type: none"> ♦ Liaison with the Hong Kong Committee in terms of the implementation of the Hong Kong Committee Selection process for both LPCUWC and Hong Kong students attending UWCs overseas. ♦ Liaison with UWC Graduates Organisation (Hong Kong) regarding alumni support for Open/Info Day, Challenge Day, and other admissions-related activities. <p><u>Marketing</u></p> <ul style="list-style-type: none"> ♦ Build and implement a strategy for the Early Admissions Program. ♦ Interview students. ♦ Liaise with the Marketing Communications and Engagement Manager (LPCUWC), and the Director of Marketing (UWCHK) to develop publicity material for the College within Hong Kong and overseas. ♦ Attend various school expos in HK, Mainland China, and overseas <p><u>Any Other Duties</u></p> <ul style="list-style-type: none"> ♦ Perform any other duties as assigned by the Advancement Director and the Principal
Typical reporting relationship	Advancement Director and Principal
Development / Training to support role competencies	<p><u>Development activities</u></p> <p>To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u></p> <p>To be negotiated as part of the performance management plan.</p>

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Job Specification

Minimum typical education	Bachelor's degree, ideally in marketing and/or education related field.
Minimum typical experience	Minimum 5 years of working experience, with a minimum of 3 years of admissions experience in the education industry, is preferred (less experience will be considered as Admissions Co-Ordinator)
Core Professional / Technical competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> ♦ Proactive in suggesting new initiatives and taking responsibility for tasks. ♦ Excellent communication and interpersonal skills ♦ Strong presentation skills, particularly to large audiences. ♦ Strong organisational and management skills. ♦ Ability to work cooperatively in a team and motivate teamwork. ♦ Experience in leading an Admissions team in an international school/bilingual school is highly preferred. ♦ Share the vision and values of the UWC movement. ♦ Passionate about philanthropy in education would be an asset ♦ Excellent spoken & written English and Chinese (Cantonese and Mandarin)
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ♦ Engaging and confident personality. ♦ Positive can-do attitude. ♦ Ability to network and influence at the highest level. ♦ Able to handle sensitive and confidential information tactfully and with integrity. ♦ Results-driven and delivery-focused. ♦ Excellent time management, organisational and prioritisation skills with the ability to juggle a wide range of competing demands and deliver to deadlines.