

DIRECTOR OF ADMISSIONS

KIS

International School

KIS is seeking an experienced, forward-thinking, and flexible Director to lead the school's Admissions Department at our Bangkok campus. This is a unique and excellent opportunity for a dynamic and inspirational leader who is service-oriented and committed to growth. One who enjoys working collaboratively alongside a dedicated and energetic team.

Application Deadline: March 31, 2023

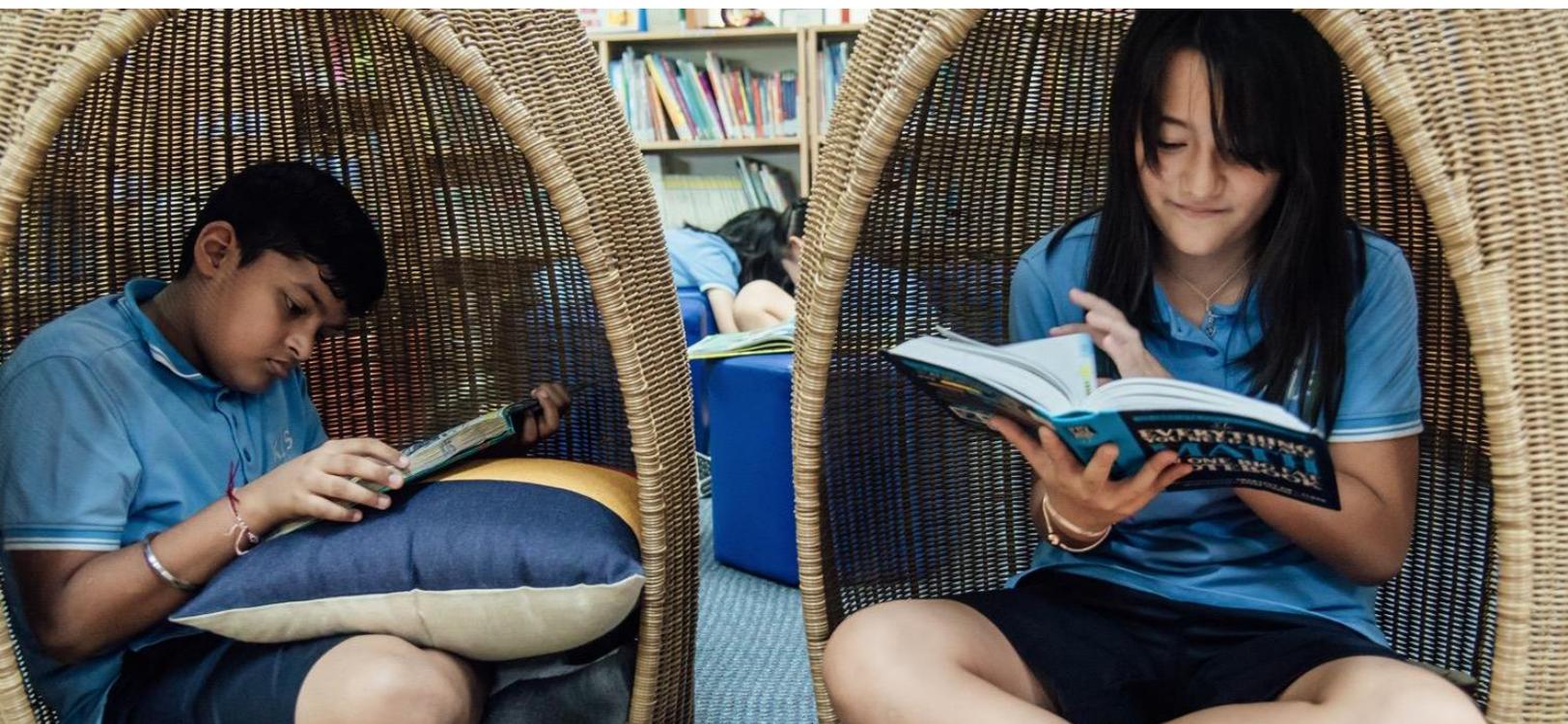
Start Date: August 2023



THE SCHOOL

HISTORY

KIS was established in 1998 in Bangkok as Kesinee International School, one of the first authorized IB PYP schools in Thailand. The school was founded on the mission and vision to provide students with quality education that is both engaging and inspiring. Today, KIS has grown to be a fully authorized four (4) IB Programme School with students from Early Years 1 to Grade 12, one of the most respected international schools in the country, and soon to be one school with two campuses. The second campus opens in 24-25.



MISSION, VISION & CORE VALUES

MISSION:

To offer a challenging and dynamic international education that inspires and supports students in developing the knowledge, skills, and characteristics to take responsible action for the betterment of their local and global communities.

VISION:

Inspiring Individuals

CORE VALUES:

We support students in pursuit of their goals and in becoming lifelong learners and inspiring individuals.

- Striving for understanding
- Nurturing passion in self and others
- Taking action ethically
- Creating a caring and inclusive community

THE PROGRAM

CURRICULUM

KIS International School, Bangkok is a fully authorized four (4) IB Programme School.

ACCREDITATION

KIS is a CIS accredited school and authorized by the IBO.

ADMINISTRATION

Each of the campus' two divisions have a principal and a vice principal as well as a Coordinator for each IB programme (PYP, MYP, CP, DP). All non-academic departments across the school's operations are led by a manager or director. Together with the Head of School and Principals, they form the school's Senior Leadership Team. A second campus, KIS Reignwood Park, is opening in 2024-25. When that happens, each campus will operate independently but will have some coordination and alignment between them. There will be a counterpart Director of Admissions on the KIS Reignwood Park campus.

THE COMMUNITY

KIS is committed to ensure that its strong sense of community and values do not get lost in the development of the new campus. KIS will strive to embrace and replicate the strong school spirit and sense of community at KIS Bangkok campus.

THE CAMPUS

The Bangkok campus of KIS is a collaborative community of about 800 students and 56 nationalities. Throughout its 24-year history, the dedicated teachers and supportive parents have worked together toward student success and the development of a cohesive, friendly community. In addition to an academically challenging and inspirational international curriculum, KIS provides a well-rounded programme of sports, creativity and community service. We provide all our students, from the youngest children stepping into a classroom for the first time, to our graduates heading off to the best and wide-range of universities, with the tools to become life-long learners and successful and responsible global citizens.

In October 2019, KIS embarked on a new strategic planning process that involved the KIS community and resulted in our 2020-2026 Strategic Plan. We are proud of the path ahead for our school. It is ambitious and exciting while continuing to embrace the warm, community feel developed over time here.



THE POSITION

DUTIES & RESPONSIBILITIES

The Director of Admissions will be responsible for the effective management and leadership of all aspects of the school's admissions and scholarships, directing the admissions process from inquiry through enrollment. The position will lead a collaborative effort to develop and implement both short and long-term recruitment strategies to ensure student attraction, recruitment and retention for the school.

The Director of Admissions will report to the Head of School, and work closely with the Divisional Principals, the School Leadership Team, and the Director of Admissions at the KIS Bangkok campus. The position will require establishing and maintaining strong working relationships with parents and community members, including students, faculty, and staff, as well as external organizations.

**A full job description will be shared with shortlisted candidates.*

GENERAL

- Be committed to and demonstrate support for the school's vision, mission, and core values
- Keep abreast of marketing and admissions trends and developments, through regular professional development and reading, in line with school and personal goals
- Meet regularly with the Director of Admissions at the KIS Reignwood Park campus to create a coordinated approach to interacting with prospective families and the school community
- Exhibit and model respect for the culture, languages, beliefs and people of the school's host country, Thailand

ADMINISTRATIVE LEADERSHIP

- Develop and implement an overall vision for the school's admissions, as well as strategies and processes, to attract, recruit, and retain families
- Work closely with the Head of School to develop and manage the school's admissions budget, including scholarships, financial aid, and promotional strategies
- Manage and respond to inquiries within 24 hours and liaise with parents in person, through admissions channels or via phone and email, relating to admissions matters
- Regularly collect, analyze, and report data on enrollment trends, patterns, and opportunities for growth. Keep current as to the programs, products, and events offered in the market
- Work closely with the Head of School to set and provide termly and annual enrolment projections and forecasts; Ensure that all admissions goals and targets are met
- Lead and develop communications plans, efforts, and strategies to maximize the conversion rate and transition from inquiry to enrollment
- Manage and work in partnership with the Head of School and School Executive Board to award scholarships and financial aid based on allocated budgets and strategic priorities
- Ensure that all admissions decisions are communicated to families in a timely, appropriate, and diplomatic manner
- Ensure a smooth transition into the school for new families and out for those departing
- Conduct and organize school admissions presentations, including, but not limited to, new parent orientation and student induction events and activities

RECORD-KEEPING AND DOCUMENTATION

- Oversee the admissions database, ensuring proper collection and maintenance of historical data (i.e. inquiries, applications, enrollment trends, projections, forecast, and analytical information)
- Provide enrollment projections for the Head of School and the School Executive Board as required to determine appropriate budgets and to help guide strategic enrollment decisions
- Maintain and distribute admissions materials including application documents and informational materials
- Maintain student and family data on the student information system in coordination with the School Registrar

COMMUNITY RELATIONS

- Ensure that every faculty and staff member is aware of their role and contributions in attracting and retaining students
- Work in partnership with the Director of Marketing to coordinate and organize community relations events and activities to drive family engagement and enrolment
- Meet regularly with parent groups and assist in their programs to support the school
- Represent and promote the school at local, regional, and international events
- Establish and maintain links with KIS feeder schools and other schools in the region

ABOUT YOU

Characteristics and qualifications of the ideal person for this position would include:

- A Bachelor's degree in marketing, communications, management or related field
- Minimum 5 years experience in a sales or marketing role with demonstrated success in increasing sales in a competitive market
- Demonstrated skills and experience in developing and implementing strategic plans, and managing admissions processes and scholarship allocations
- Demonstrated success in the organization of admissions events and activities
- Previous experience in an international school setting is preferred
- Previous experience and extensive knowledge of the IB curriculum is preferred
- Overseas experience in Asia is desirable

SKILLS & ATTRIBUTES SOUGHT

- A dynamic and inspirational leader with customer-service and marketing orientation
- An understanding and ability to articulate the school's ethos and guiding statements
- Exceptional communication, public speaking, and interpersonal skills
- Excellent written and oral communication skills in English. Written and oral fluency in other languages is a plus but is not required
- Have a genuine empathy for prospective families and an awareness of the needs and sensitivities of students and parents
- Ability to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic
- Superior organizational skills and high attention to detail with a demonstrated ability to set goals and meet deadlines
- Ability to work both independently and multi-task as a manager of a cohesive team
- Experience of high level networking to build creative and mutually beneficial relationships that positively impact on strategic and business development

COMPENSATION & BENEFITS

KIS offers an initial contract of two years (renewable). The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate. Other benefits include:

- International health insurance
- Summer flights
- Housing allowance
- Travel allowance
- Professional development
- Retirement contribution

HOW TO APPLY

APPLICATION DEADLINE: March 31, 2023

Candidates are requested to submit a letter of interest alongside the following requested materials:

- A letter of application explaining your strengths as a candidate and why you are interested in the Director of Admissions position
- A statement describing your management and leadership philosophy, not to exceed (2) two pages
- A current resume/CV with three professional reference contacts

Candidates are encouraged to apply as early as possible, as the search committee reserves the right to close the selection process at any time if the right candidate is found.

Applications will be screened by an internal search committee, and a shortlist will be compiled by mid-April with finalist candidates being interviewed via Zoom. A decision is expected to be made in early-May. Submission of your application is an acknowledgment that the school may contact references both listed and not listed who would know your professional background.

Candidates should send the information listed above to recruitment@kis.ac.th as a single PDF file attached to an email

