



We are seeking to hire an **Admissions Officer** for the next school year (2020-2021). The Admissions Officer works closely with the Director of Enrollment and Communications and the Admissions team to ensure the smooth functioning of the Admissions Office that attracts, guides, enrolls, re-enrolls and helps to transition mission/vision aligned students and families.

At Nido, we believe the process of applying for admission should be as simple, friendly and efficient as possible for the applicants. The Admissions Office serves as the first point of contact for local and international families and plays a vital role in communicating with families from the first inquiry and throughout the admission process. through admission. The Admissions Office leads all aspects of recruitment, admission, and enrollment of new and transfer students, working collaboratively with all divisions to organize and implement an enrollment model that ensures a good fit for the school and for the students.

Position Name: Admissions Officer

Reports to: Director of Enrollment and Communications

Time commitment: Full-time

Start Date: February 2020

Qualifications and Experience

- Degree in Education, Psychology or related fields
- Professional fluency in English required; professional fluency in Spanish preferred
- Extremely proficient in Google Suite; experience with databases required.
- At least five years of experience in upper elementary through high school; experience with student assessments required.

Skills

- Excellent written and oral communication skills in both English and Spanish, proofreading and editing skills, and excellent interpersonal relationship skills
- Knowledge of admissions processes, student evaluation, and standardized educational testing. MAP testing (preferred). Knowledge of education and curriculum.
- Ability to work constructively and collaboratively with diverse stakeholders.

Main Duties and Responsibilities

- Represent and promote Nido's mission, vision and core values to prospective students and parents, understanding the school's history, curriculum, educational approach, and unique attributes.
- Ensure a highly-personalized and customer-friendly process, providing an atmosphere of trust and confidentiality.





- Assist in the admissions process pre-kinder through grade 12, from inquiry, application, assessment, decision-making, and communication of admission decisions to applicants.
- Assist the Admissions Office in yearly enrollment and re-enrollment processes.
- Collaborate with different support services as needed for a smooth transition for new students, including but not limited to Student Support Services, Modified Orientation (for students in rolling admissions) and Student Accounts.
- Involve students, faculty, administrators and parent volunteers in the admissions process, maximizing prospective families' exposure to all aspects of the school and their understanding of the expectation of belonging in the school community.
- Participate in the development and implementation of recruitment and communication strategies, outreach events, and development of print and electronic admissions materials.
- Represent the school in external outreach efforts, including embassies, businesses, HR managers/teams, and relocation agencies.
- Give tours of the school.
- Help organize and host bi-annual orientation events for new families, Open House and Shadow Day events for prospective families.
- Attend evening or weekend Admissions or recruitment events as needed.

Nido Core School Values:

- Engagement: Approach life and work with complete attention, involvement, and curiosity with the responsibility to make a positive difference in the world
- Ingenuity: Exhibit creative problem solving through experimentation, collaboration, research, and play
- Adaptability: Being able to adjust and thrive in a complex, rapidly changing environment
- Generosity: Ability to treat others with empathy, kindness, and respect in both word and action
- Happiness: Demonstrate to pursue happiness as a life goal, with awareness that some of the journey will be difficult, requiring self-knowledge and fortitude.

Interested candidates should address their letter of interest along with their CV and reference list in English to Brenda Paz Soldan, **Director of Enrollment and Communications** (bpazsoldan@nido.cl).

Applications will be accepted until December 6, 2019.

