

JOB DESCRIPTION: Admissions Manager

Position Title: Admissions Manager

Department: Admissions

Reports to: Director of Admissions

JOB SUMMARY

The Admissions Manager supports the overall operations of the Office of Admissions, including student recruitment activities, applicant screening and selection, as well as onboarding accepted students.

Reporting to the Director of Admissions, the Admissions Manager will be involved in attracting, screening, selecting and onboarding students for Grade 10 enrollment, both for the Japanese domestic and international markets. The Admissions Manager will also assist with duties related to worldwide UWC (Grade 11) student intake, and support new students/families as they prepare for life at UWC ISAK Japan. The position will require excellent interpersonal and communication skills, along with an interest in working in a dynamic, fast-paced environment. This is a full-time position that requires participation in a variety of events and activities outside of regular office hours.

Education and Experience

- University degree in education, marketing, communications, public relations or related field preferred
- Minimum two years of experience in education marketing, admissions and/or student recruitment preferred
- A combination of equivalent education and experience will be considered
- Business-level English is a must. Bilingual speaking/reading/writing fluency in Japanese & English is preferred

Skills

- Comfortable with technology, including webinar platforms (i.e. Zoom, GoToWebinar, Google Hangouts, etc.) and experience with setting up and running creative online sessions
- Able to develop and deliver recruiting presentations in both English and Japanese
- Strong verbal communication and public speaking skills
- Self-motivated with excellent interpersonal, organizational, and time management skills
- Desire to work in a fast-paced environment that values innovation and problem solving
- Desire to work with adults and students from different cultures, religions and backgrounds
- Ability to multitask, be adaptable and work under pressure with frequent interruptions
- Ability to take the initiative in developing and implementing new procedures and programs
- Keen attention to detail
- Service-oriented and sensitive to applicants' needs and concerns
- Understanding of social media platforms for marketing purposes
- Access to a car and valid driver's license required (due to campus location)

Responsibilities

- Support the Director of Admissions in promotion for Japanese and International applicants, including developing strategies, networking and developing promotional materials in conjunction with the Marketing/Communications team
- Support newly accepted students/families prior to the start of their first school year
- Able to develop/deliver strong recruiting presentations in Japanese/English
- Respond to phone and email inquiries from prospective students/families
- Assistance in processing and evaluating domestic and international applications with the Admissions team
- Organize campus tours and provide training to staff and tour guides
- Organize and implement Admissions-related student programming and promotion initiatives
- Support admissions-related process/systems improvement projects and related duties, as assigned

- Timeline:** Open until filled
- Start Date:** August 1, 2021 (preferred)
- Details:** Full-time, one-year contract with option to renew
- Schedule:** Regular work hours: Monday - Friday from 8:00AM to 4:45PM. Please note that this position will require evening and weekend work, especially during peak admissions season.
- Location:** UWC ISAK Japan Campus (Karuizawa, Nagano Prefecture) * A combination of remote and on-campus work might be possible for the initial 1-2 month period
- Benefits:** Japanese private school health insurance, annual paid leave, professional development opportunities
- Salary Range (annual):** 4.5 - 5 million JPY (salary commensurate to experience)

Please note: Due to current Japanese government immigration restrictions, priority will be given to applicants who hold a Japanese passport or who currently reside in Japan.

How to apply

Submit a cover letter and resume using the subject line **Admissions Manager Job Posting** to recruit@uwcisak.jp

GENERAL INFORMATION

About UWC

Founded in 1962, UWC (United World Colleges) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future. UWC is comprised of schools and colleges in 18 countries, with national committees and selection contacts in more than 155 countries. UWC fosters a lifelong commitment to social responsibility, and to date has inspired a network of 60,000 alumni who believe it is possible to work for positive change.

The majority of students attending UWCs are selected by UWC national committees. In support of the belief that education should be independent of a student's ability to pay, 70% of national committee selected IB Diploma students receive full scholarships. The UWC movement places a high value on experiential learning, outdoor education, service and other cultural understanding, alongside the academically challenging International Baccalaureate Diploma Programme (IBDP).

About UWC ISAK Japan

UWC ISAK Japan is Japan's only full-boarding international high school and the newest member of the United World Colleges movement. Following the Japanese school system, UWC ISAK is a three-year high school, with all students in grades 11 and 12 following the IB Diploma Programme curriculum. The school is accredited by the Japanese Ministry of Education (MEXT), and all graduates receive a Japanese high school diploma. Currently, 187 students from 73 countries attend UWC ISAK Japan, with 70% of students receiving full or partial need-based scholarship support. 30% of enrolled students are Japanese, with the remaining 70% coming from homes outside of Japan.

Location

Karuizawa is located in Nagano Prefecture, home to the 1998 Winter Olympics and fondly referred to as the "Roof of Japan." Karuizawa has been attracting an international mix of visitors since the late nineteenth century. The mountainous climate keeps Karuizawa cool and comfortable during Japan's summer months, making it a popular escape from Tokyo's heat and humidity. Karuizawa experiences four seasons with regular snow in the winter which generally lasts from early December through February. Monthly temperatures average between 21 and -5 throughout the year.

While the full-time population of Karuizawa is fewer than 20,000, the population of the town increases dramatically during the summer tourist season. From Tokyo, it takes approximately 70 minutes to reach Karuizawa station on the Shinkansen (Japanese bullet train).

Karuizawa is a favorite destination for outdoor enthusiasts and offers year-round recreation including hiking, cycling, tennis golf and skiing. In addition, a vibrant arts & crafts scene includes art galleries and museums, a performing arts center, a symphony hall, and a community symphony. There are also many good restaurants with wide ranging cuisines, a large upscale outlet mall with designer shops, a variety of onsen hot springs and a local volcano, Mt. Asama.

UWC ISAK Japan is located on the outskirts of Karuizawa in a quiet residential community, and the school is not within easy walking distance to a train station or a large supermarket. Schooling options for faculty children are limited to the local public schools where all instruction and communication is in Japanese. We are not able to guarantee admission to UWC ISAK for faculty children in grades 10-12 or to guarantee scholarships if faculty children are admitted.

For more information about the town of Karuizawa, please go to the following website:

<http://www.japanvisitor.com/japan-city-guides/karuizawa-guide>