



LAS IN SWITZERLAND

ADMISSIONS ASSOCIATE, ASIA

JOB DESCRIPTION

School Profile

The Leysin American School in Switzerland (LAS) is an international American boarding school with 380 students from over 60 countries in grades 8 to 12. LAS is located in the beautiful alpine village of Leysin about 90 minutes from Geneva. The school offers US high school curriculum, the prestigious International Baccalaureate Diploma and an ESL program. Members of the founding family, now in its third generation, are the Directors of LAS. There is also a summer program for students ages 8 - 19 which combines academics, recreational and cultural activities, and exciting trips in Switzerland and neighboring countries. More information can be found on our web site (www.las.ch).

Qualifications

- Strong written and verbal communication skills in English and at least one Asian language, preferably Korean or Japanese.
- Familiarity with culture through current/past residence in Asia and travel experience.
- Excellent interpersonal skills and ability to speak persuasively when promoting LAS.
- Ability to work with various LAS departments to solve problems for students and their families.
- Highly organized, task-oriented, attentive to detail. Comfortable working in an office environment.
- Independent, self-motivated, resourceful, responsible and trustworthy.
- Flexibility and willingness to help the LAS team in Leysin and while traveling.
- Enjoy travel, young people and the world of education.
- Proficiency using Adobe Creative Suite, including InDesign, Photoshop and Illustrator a plus.
- Ability to edit advanced HTML (using Dreamweaver or editor of choice) a plus.
- University degree.
- Swiss or European Union citizen preferred.

Primary Job Goals

- Work in Admissions Office to handle inquiries, process files, give tours and assist with other matters related to the Asian region.
- Travel in Asia to recruit students for academic year and summer programs and to visit families of current students.
- Serve as LAS liaison for current students from Asia and their families.

Performance Responsibilities

Work in Admissions Office

- Work with students and parents during the inquiry, application and enrollment process.
- Assist in processing and evaluating applicant files, including review of transcripts.
- Handle email and phone inquiries from region and provide appropriate follow up.
- Assist Business Office with payment issues. Help Travel Office and families with visa issues.
- Give tours and presentations to visitors.
- Assist with publications, advertising and web site as needed.
- Assist with translation of promotional and internal publications as needed.

Travel in Region to Recruit Students and Meet with Families of Current Students

- Establish a travel plan and marketing strategy for approval by the Director of Admissions.
- Travel within region to meet with the families of current students and with former students.
- Travel within region to meet with interested students and families, with agents and with corporate, government and embassy contacts.
- Follow up with contacts after trips, provide written reports, and submit receipts to Business Office.
- Increase name recognition and reputation of LAS among potential clients.
- Propose new marketing approaches and strive to cultivate new markets.
- Assist in advertising LAS programs in region.

LAS Liaison for Students and Families from Asia

- Work with current students and their families to timely resolve problems as they arise.
- Interact closely with LAS staff, faculty and administrators to facilitate problem resolution.
- Become involved in the life of the school to bond appropriately with students and understand issues.
- Hold “office hours” and/or find appropriate ways to visit current students to maintain contact and provide assistance. Connecting with students may require occasional evening visits to their dormitories or hosting evening social gatherings.
- Be available via phone and in person to assist students and parents.

General

- Provide weekly report to Admissions Director summarizing activities and goals accomplished.
- Provide expense report to Admissions Director and Business Office.
- Provide a marketing report to the Admissions Director at the end of each semester.
- Accept any tasks assigned by LAS related to responsibilities as Asia Liaison or connected to marketing, student recruitment and admissions.
- Represent only LAS and not accept any other full or part-time work.
- Be a part of an LAS Faculty Family.
- Assist with trip preparation for other administrators, as needed
- Be an active member of the community by attending school assemblies, faculty meetings and participating in LAS events.

If Interested

Please submit a cover letter and CV to Mr. Paul Dyer, Admissions Director (care of Ms. Kimberly Kremer: kkremer@las.ch). No telephone calls, please.