



## THE MASTER'S SCHOOL

36 Westledge Road  
West Simsbury, CT 06092  
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[www.masterschool.org](http://www.masterschool.org)

**Title:** Admissions and International Coordinator

**Reports to:** Director of Enrollment Management

**Salary:** Commensurate upon skills and experience

**Term:** Full-time administrative contract

### Position Overview:

The Admissions and International Coordinator will provide administrative support to the Director of Enrollment Management in all aspects of the admissions process and marketing related events at The Master's School. This begins with and the set up and coordination of all open house and marketing related events to the flow of admission inquiries through contract enrollment and all related reporting. This position is also responsible for caring for the educational, social, and spiritual needs of our international students, including meeting with international student agencies, international students, their families and host families. The coordinator will welcome the international students, facilitate their transition to The Master's School, and guide them throughout their tenure at the school and support the Director of Enrollment Management with all aspects of attracting and retaining international students at our school.

### Qualifications:

This position requires a candidate who is a self-starter and can work independently toward a common goal in addition to the following:

- Previous business experience
- A proven history and references that speak to expertise in administrative support
- Successful experience facilitating effective communication and interactions between students, families, faculty and administration
- Excellent communication and organizational skills
- An understanding of cultural differences
- A commitment to The Master's School mission and vision

### Skills:

- Computer aptitude and experience; proficiency in standard Microsoft Office© Programs
- Strong organizational skills; careful attention to detail and follow-through
- Ability to create, monitor and maintain policy and procedures that enhance organizational efficiency
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously, collaboratively and under direction
- Effective communication, public relations, and interpersonal skills
- Ability to establish effective organizational and community relationships
- Ability to interpret data
- Ability to establish working relationships with co-workers and function as part of a cohesive team

### **Required Personal Qualities:**

- Fully support the *Statement of Faith* of The Master's School attached and annually sign a statement of affirmation regarding *Guidelines for Service at The Master's School*
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, professionalism, and confidentiality
- A high level of personal integrity and professionalism
- Maintain standards of The Master's School confidentiality

### **Responsibilities:**

- Receive and respond to all admission inquiries in conjunction with the Director of Enrollment Management
- Schedule prospective family appointments with and for the Director of Enrollment Management
- Schedule and coordinate all school visits with appropriate representatives based on focus of inquiry
- Communicate with and obtain necessary paperwork from parent/school for all TMS applicants
- Correspond with prospective families and others on behalf of and per the instruction of the Director of Enrollment Management
- Maintain records of inquiries and school applicants for tracking and marketing purposes
- Maintain and design various enrollment reports for budgeting processing as well as develop projection models regarding enrollment
- Maintain all admissions forms
- Manage new student application processes while working closely with each associated school
- Coordinate readmission processes and projects
- Coordinate mid-year enrollment processes
- Coordinate with the Business Office regarding the enrollment contract issuing process
- Initiate and monitor enrollment contracts in conjunction with the Director of Enrollment Management and the Business Office
- Coordinate assessment screenings in conjunction with Lower School administration
- Assist in Town, state and federal reporting as required

### **International Student Specific Responsibilities in addition to the admissions process listed above for same:**

- Participate in the international recruiting process, including student visits, skype interviews, enrollment details, and possible travel
- Perform in conjunction with current international agencies working with TMS in regards to student placement and other needs
- Coordinate all Student and Exchange Visitor Program activity with Department of Homeland Security
- Coordinate all host family activity including applications, home visits, student placement, and updates including maintaining a network of current and potential host families

- Prepare and distribute quarterly reports to parents
- Promote and coordinate Global Ambassador program through which domestic students assist with international student visits and activities
- Coordinate international student orientation and summer English program
- Coordinate events and support for host families and international students attending TMS, including monthly meetings
- Coordinate other short term programs for international students
- Address and resolve academic, residential, and other issues and problems that may arise, in conjunction with the Head of School
- Support enrollment initiatives to increase the International Student population as well as country diversification
- Develop relationships with International Agencies that place students in independent schools in the United States

**Mission Statement of The Master's School:** We at The Master's School are committed to the integration of faith and learning within the framework of a Biblical worldview. We challenge our students to strive for spiritual maturity and academic excellence in a supportive community that emphasizes “education from the inside out.”

The Master's School is a non-denominational, Christian, college-preparatory day school enrolling boys and girls in preschool through grade 12. The school has three sections: Lower (preschool - grade 5), Middle (grades 6-8), and Upper (grades 9-12). The school is located on a beautifully wooded 76-acre, 11-building campus with three athletic fields in West Simsbury. The school serves families from more than 40 towns throughout the central Connecticut and southwestern Massachusetts areas.

Founded in 1970, The Master's School is fully accredited by the New England Association of Schools and Colleges, and is a member of the Association of Christian Schools International. Enrollment typically is around 280 students, with classes averaging 15 students.

Salary is commensurate with qualifications and experience. Any interested applicants should apply online and send a resume and cover letter to SEARCH at The Master's School, 36 Westledge Road, West Simsbury, CT 06092, or email it to [search@masterschool.org](mailto:search@masterschool.org), or fax to 860-651-9363.

*The Master's School is an equal opportunity employer.*

