



LAS IN SWITZERLAND

## ADMISSIONS OFFICE ASSOCIATE

### 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. 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](http://www.las.ch)).

#### Qualifications

- Strong written and verbal communication skills in English.
- Proficiency in French highly desirable and in other languages if possible.
- Excellent interpersonal skills. Team player.
- Ability to work with various LAS staff and departments.
- Highly organized, efficient, task-oriented and attentive to detail.
- Comfortable working in a busy office environment.
- Ability to multi-task and work well under pressure of deadlines.
- Prior office management experience preferred, especially in an educational setting.
- Computer proficient, preferably in both Windows and Macintosh operating systems, and with MS Office applications. Database and programming experience (especially in FileMaker Pro) a plus.
- University degree.

#### Performance Responsibilities

##### Office Administration

- Handle email and phone inquiries and provide appropriate follow up.
- Input data into Filemaker Pro data base as needed during admissions process.
- Assist with inventory and ordering of new materials.
- Assist Business Office with payment issues.
- Help Travel Office and families with visa issues.
- Interact closely with LAS staff, faculty and administrators to facilitate problem resolution.
- Supervise office in conjunction with Office Manager and during absence of Admissions Director.
- Assist with preparation of admissions statistics.

##### Student Recruitment and Relations with Current Students

- Work with students and parents during the inquiry, application and enrollment process.
- Assist in processing and evaluating applicant files, including review of transcripts.
- Communicate with Academic Office concerning credit issues, as needed.
- Work with current students and their families to timely resolve problems as they arise.

**Visitors and Tours**

- Coordinate visits to campus. Prepare appointment schedule. Organize student shadowing, as needed.
- Receive visitors, give tours and make presentations, as needed.
- Communicate visit results to LAS external regional employees for appropriate follow-up, as needed.

**External Public Relations**

- Serve as inside support person for LAS external regional employees.
- Work with approved private agents to support their promotional efforts.
- Assist with trip planning for marketing representatives, as needed.
- Participate in local educational fairs as needed.
- Assist with promotional mailings.

**General**

- Assist with translation of promotional and internal publications as needed.
- Be an active member of the community by attending school assemblies, faculty meetings and participating in LAS events when possible.
- Assist with dormitory supervision and residential duties if living on campus.

**If Interested**

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