



St Edward's College  
Malta

## **Job Description: Admissions Coordinator**

### **General concept of the role:**

The Admissions Coordinator evaluates and tracks incoming admissions applications from prospective students interested in attending St. Edward's College. When it comes to withdrawing of students, the Admissions and Boarding Coordinator needs to ensure that students have all the necessary paperwork, and that the withdrawal form is filled in by the parents.

The Coordinator, in conjunction with the appropriate Head of Section handles the intake, processing, evaluation, and determinations of submitted applications. In terms of Boarding, the coordinator would be required to oversee the daily operation and development of the boarding section.

In addition to this, the role entails regular communication with different departments of the school; namely housekeeping, maintenance, kitchen, administration, finance and Heads of Sections.

### **Main Responsibilities:**

- Assisting parents and managing general admissions enquiries when registering their child/ren and providing them with all the information, and documentation required throughout the full application process. This also includes issuing VISA (for non-EU students) /proof of study letters as required, in coordination with the Accounts Department.
- Develop and implement strategies to attract prospective students and families.
- Ensure prospective parents, students and visitors are guided and encouraged through the admissions process in a professional, helpful and efficient way.
- Represent the school at recruitment events, open houses, and information sessions, which may include attending international fairs.
- Review applications for admission, including transcripts, recommendation letters, and standardized test scores where applicable. Ensure that all paperwork and policies are signed by all guardians before these are inputted on Myschool.
- Coordinate interviews and assessment tests for applicants and deliver College tours where applicable.
- In conjunction with Heads of Section and other administration staff promote college both nationally and internationally.
- Together with Heads of Departments and Heads of Sections, address any inquiries and concerns.
- Student and parents / legal guardian's data input on Myschool
- Keep a meticulous database of all students, both current and new registered students, and admissions statistics for each scholastic year.



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- Present annual comparisons of the number of admissions vs number of withdrawals in each year group, including any reasons why the parents decided to withdraw their child/ren.
- Oversee application deposits and deal with admissions invoice queries.
- Maintain accurate agent commission records for students enrolled.