



ADMISSIONS ASSISTANT JOB DESCRIPTION

JOB TITLE

Admissions Assistant

SUMMARY DESCRIPTION

Part-time position assisting the Curriculum Coordinator and General Manager to coordinate Keisho tours for prospective families. The Admissions Assistant reports to the General Manager.

DUTIES AND RESPONSIBILITIES

- Assist the Curriculum Coordinator and General Manager (GM) to schedule and conduct Keisho tours for prospective families in Japanese and English 3-5 hours per month September - June.
- Confirm that all tour visitors sign and date the *Observation Waiver of Liability* form; store the signed forms in the file cabinet in the Keisho library room.
- Communicate with the Curriculum Coordinator, GM, and teachers about the best dates and times to conduct tours.
- Give accurate information about Keisho's programs to prospective families in emails and during tours; defer admissions and financial aid questions to either the Curriculum Coordinator or the GM.
- Maintain a Google Sheet with pertinent information about prospective families and share it with the Curriculum Coordinator and the GM. After each visit document: name, email, child(ren)'s full name(s), age(s), date of visit to Keisho, allergies, reason they'd like to attend, and family background.

QUALIFICATIONS

1. Near-native level proficiency in Japanese and English including reading, writing, speaking, and listening.
2. Excellent communication and presentation skills in small-group settings.
3. 1-2 years experience at Keisho either as a parent, volunteer, or staff member preferred.

TERMS OF EMPLOYMENT



Washington Japanese Heritage Center (Keisho Center)

ワシントン日本語継承センター

keisho.org / facebook.com/keishocenter / info@keisho.org

P.O. Box 142

Cabin John, MD 20818

School year: 3-5 hours per month September-June.

Compensation: \$15.00 per hour

Hours: Varies; the Admissions Assistant may schedule tours 9:00 a.m. - 12:30 p.m. on Saturdays at Keisho