ADMINISTRATIVE COORDINATOR

DIRECT REPORTS
The Administrative Coordinator reports to the Assistant to Principal and has overall responsibility to assist the Principal Office and support Student Life Office, Marketing Office, Admissions Office and other offices as needed. The Administrative Coordinator ensures smooth administrative operations, manages administrative tasks, and coordinates activities to maintain efficient workflow within the organization.

DEMANDS OF THE POSITION
The candidate should be service-oriented, highly organized with excellent execution skills. Effective communication and the ability to work well with people from diverse backgrounds are essential. A native speaker level of Chinese is required and near native-speaker level of English would be essential. Prior similar experiences in an international school would be preferred.

- Excellent organizational and time management skills with the ability to multi-task effectively.
- Strong interpersonal and communication skills, with the ability to interact professionally with diverse individuals.
- Attention to detail and accuracy, with a high level of professionalism and confidentiality.
- Ability to work independently and as part of a team, with a positive attitude and willingness to take on additional responsibilities.
- High proficient in Microsoft Office and AI Applications.
- Natural ability and interest in working with students of 15-19 years' old
- High levels of personal integrity.
- Degree level education.
- Good health, physical stamina, fitness, and vitality.

MAIN DUTIES AND RESPONSIBILITIES

PRINCIPAL OFFICE
In this role you will work directly to the Principal and Assistant to Principal providing highly effective and efficient secretarial support, together with a high caliber and comprehensive secretarial and administrative service.

- Assist and coordinating with major school events for staff/faculty and students.
- Manage the assets and paperwork in Principal's office
- Maintain comprehensive records of all policy documents, revisions, and historical versions.
- Ensure policies are easily accessible to the UWC CSC community as needed and updated on the UWC CSC policy library.
- Manage the documentation of all aspects of the school’s policies and procedures.
- Complete, check, and submit all paperwork needed for policy approval.
- Coordinate the processes to engage the different members of the community in the policy development and review process.
• Coordinate communication with the community members about the policy process, minimize demands on time and support participation.
• Other duties as assigned by the line manager.

STUDENT LIFE OFFICE
In this role you will welcome UWC Changshu China students to the school and ensure a high level of customer service and student satisfaction.
• Administration support to all students regarding visa applications, travel arrangements, mailing services and Chinese banking etc.
• Residence Permit for foreign students.
• Being responsible for recruiting host families for students to stay with during winter break and Chinese New Year holiday.
• Acting as main contact person for host families’ queries and needs.
• Organizing initial meetings between host families and students.
• Providing students staying with host families with training about Chinese culture, manners and expectations behavior when staying with host families.

MARKETING OFFICE
In this role you will be responsible for providing administrative and operational support to ensure the smooth execution of marketing activities.
• Coordinate and assist with the planning and execution of marketing events, including opening, graduation, parents meeting etc.
• Assist with external vendors and suppliers for marketing materials, printing, and other related services.
• Perform other duties as assigned by the marketing team or senior management.

ADMISSIONS OFFICE
In this role you will be responsible for providing administrative support to the admissions team, ensuring smooth and efficient operations within the admissions office.
• Participate in admissions events and orientations, assisting with registration, providing information, and ensuring a positive experience for students.
• Assist the Admissions Office with administrative tasks related to student applications, records, and communications.
• Perform other duties as assigned by the admissions team or senior management.

SAFEGUARDING STATEMENT
UWC CSC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.