

International Department and Student Experience Manager



Epsom Girls Grammar School is currently recruiting an energetic, organized and motivated, **International Department and Student Experience Manager** to join the international department, reporting to the Director of International Students.

The role includes but is not limited to:

- Support to the Director of International Students and International department staff
- Ensure the smooth day-to-day operation of the international department
- Design, deliver and review students orientation for each intake
- Manage the Accommodation coordinator and ensure processes are monitored to facilitate students' safety
- Proactively support students to access extra-curricular activities in the school community
- Some marketing responsibilities
- 2iC to the Director.

The ideal candidate will have:

- Prior proven experience in the international education sector
- Previous administrative work experience at secondary school level
- Excellent interpersonal and communication skills
- Experience in leading and taking initiatives
- Understanding and empathy for different cultures
- Experience working with teenagers.
- Excellent time management skills
- Excellent written spoken and English
- A high level of computer literacy
- Ability to work in a team