



Position Vacancy: Admissions Manager

(Start Date: Immediate)

Cebu International School (CIS) is a progressive, multi-cultural, self-perpetuating, board-governed school (Preschool 2 – Grade 12) that is conveniently located in the leafy suburbs of Cebu City, central Philippines. We have a diverse population of approximately 320 students, with 24 different nationalities represented in our student body. Our faculty is similarly diverse, hailing from 11 different countries.

CIS offers the *International Baccalaureate (IB) Primary Years Programme (PYP)* in PS2-G5, the two-year *IB Diploma Programme (DP)* in G11-12, and are currently implementing the *IB Middle Years Programme (MYP)* in G6-10. The IB philosophies are infused throughout the programs and are exemplified by the IB Learner Profile (see diagram to the left), which identifies 10 attributes that are explicitly promoted in order to *develop internationally minded people*



who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world (IB LP 2006). The school is an active proponent of 21st Century learning methodologies, and makes efficacious use of technology, utilizing a 1:1 BYOD program for students in middle and high school, and computers, Chromebooks, and iPads throughout the elementary school.

CIS boasts a well-resourced campus with modern facilities, including spacious air-conditioned classrooms, a roof-top covered gym, the Dragon's Dome multi-purpose gym/climbing wall/event hall, swimming pool, dance studio, DT kitchen, specialist science labs, a large grass field, and two ES playgrounds.

Cebu City is the second largest city in the Philippines and has the fastest growing economy. It happens to be the oldest city and the first capital, and is considered the tourism gateway for central and southern Philippines, making it a highly accessible location. Livability is cited as an integral part of economic development, and despite the media portraying some areas of the Philippines as unsettled, Cebu has one of the best records for peace and order in the country. There are approximately 1 million people in Cebu City and 3.85 million in the province.

The Opportunity:

CIS is seeking suitably qualified and ideally experienced **Admissions Manager** to work with the advancement office to identify and attract prospective students, to lead all matters involving the enrollment of students. The appointment provides competitive salary, terms, conditions, and benefits commensurate with the applicant's qualifications and experience, and on par with other similar quality international schools our size and character in the region.

Required and Preferred Qualifications & Experiences

- Two+ years of admissions (or closely related) experience with a related degree (**required**)
- Professional proficiency in written and oral English, with intelligent communications skills (**required**)
- A positive, caring, pro-active, reliable, and collaborative nature with strong organizational skills (**required**)
- The ability to think and act under pressure, while maintaining a sense of presence and humor (**required**)
- Ability to speak Filipino and/or Cebuano (**preferred, but not required**).

*Note: Please do not apply if you do not have the **required** qualifications or experience, as your application will not be considered.*

The ideal candidate enjoys working with people and has a personality reflecting the demands of the profession (e.g., patience, understanding, care, etc.). He or she will possess a high level of knowledge of admissions management, a thoughtful understanding of the concepts of 21st century learning, and well-developed leadership skills based on mutual respect towards student learning and collegial well-being.



CIS Vision

CIS challenges students to be globally engaged, positive contributors in a competitive, changing world.

CIS Mission

...to create a collaborative, challenging, and nurturing school environment that involves community members, in order to provide a contemporary international education, which develops the unique potential of all students to contribute to a better world.

CIS seeks to appoint and retain faculty and staff who demonstrate a commitment to being vocational and professional. We understand this to mean faculty/staff who:

- are expert and specialized in their field
- are up-to-date with the research in their field
- are committed to their profession
- have high standards of work and professional ethics
- are prepared to contribute to the education of our students in a broad, holistic manner
- are committed to personally developing the attributes of the IB Learner Profile in their personal lives, so as to be a worthy role-model of the LP attributes for the community.

Applicants: Please peruse our website (<http://www.cis.edu.ph>) to familiarize yourself with CIS, and if you feel like you fit the desired profile, complete our [online application form](#) on the [Join >> Careers page](#).

Note: E-mailed applications are only accepted if there are technical difficulties with the online application site.

To be prepared, please note you will be asked to submit the following:

1. A letter of application (in English and no longer than 2 pages) **including** reasons why you wish to apply to CIS.
2. Curriculum Vitae (in English **and** containing a passport-size photo) outlining qualifications and relevant experiences, **complete** with dates (months and years), and the names and contact details of **three** professional referees.

Notes:

- Please follow instructions and include everything asked for to ensure your application is complete.
- Supporting copies of degrees are not required at this stage; written open references are optional.
- Contact Mrs. Dina Delgado, HR Manager (ddelgado@cis.edu.ph) if you have any difficulties with the online application system (please do not send your application to this email as well, only use the online form as noted above).

There is no deadline for applications as the search is “ongoing”. This means applications will be processed as they are received, and shortlisted candidates will be interviewed in person or via Skype as soon as they are identified. *Please note that CIS intends to appoint an ideal candidate when they are identified, so applicants are advised to submit applications as soon as possible to ensure consideration.*

We look forward to hearing from you!

CIS follows ethical recruiting and safe child protection recruiting practices. Please be advised CIS will always complete background checks and require police clearance certificates from all successful candidates.

