



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons:

H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Join Our Team as Alumni & Admissions Officer

We are seeking a motivated and organised **Alumni & Admissions Officer** to support the development of our Alumni Relations programme and assist with day-to-day admissions activities. Under the direction of the Director of Marketing, Communications, Admissions, and Development, the successful candidate will play a key role in implementing the school's alumni engagement strategy and building meaningful connections with past students. This is a unique opportunity to contribute to the establishment of an alumni office from the ground up, while also supporting prospective families in their admissions journey.

Your Responsibilities:

Alumni Relations (60%)

- Implementation: Execute the alumni engagement strategy as developed by the Director, ensuring consistent follow-through and timely delivery of initiatives.
- Database Setup and Management: Create and maintain a structured alumni database, ensuring data is collected, verified, and updated regularly.
- Alumni Communication: Coordinate outreach efforts including email campaigns, newsletters, and social media updates to foster alumni engagement.
- Events: Plan and execute alumni-related events, including reunions, networking events, speaker series, and the inaugural ICS Alumni Gathering.
- Community Building: Serve as the primary point of contact for alumni, responding to inquiries, gathering success stories, and encouraging involvement in school activities.
- Support Structures: Assist in developing tools such as an Alumni Association, membership frameworks, and volunteer programmes.

Admissions Support (40%)

- Family Engagement: Provide support during school tours, orientation sessions, and admissions events to ensure a welcoming and informative experience.
- Administrative Support: Assist with processing applications, managing appointments, and responding to parent inquiries.
- Marketing Collaboration: Work with the marketing team to incorporate alumni testimonials and success stories into admissions materials and campaigns.
- Data Tracking: Help track application trends and report findings to support decision-making and outreach improvements.

Email: office@ics.edu.jo | Website: www.ics.edu.jo | Telephone: +962 6 4790 666 | Fax: +962 6 5725 416

Our mission as an **inclusive**, **diverse**, and **happy** learning community is to harness the power of human connection to create fearlessly determined **global citizens**.



What We're Looking For:

Education: Bachelor's degree in Communications, Education Marketing or a related field.

Experience: A minimum of 2 - 4 years of experience in alumni relations, development admissions or school administration.

Skills:

- Strong communication and interpersonal skills in both English (required) and Arabic (preferred)
- Excellent organisational and project management abilities.
- Proficiency in data systems and CRM tools (experience setting up a new database is a plus).
- Ability to work independently and collaboratively with multiple stakeholders.
- Detail-oriented, flexible, and proactive in problem-solving.

Preferred Attributes

- Familiarity with international school environments in Jordan or the region.
- Experience working in roles that combine community-building and administrative support.
- Ability to represent the school professionally to a range of audiences including parents, alumni, and external partners.
- A warm, approachable personality and passion for education and lifelong connection

What We Offer:

- A competitive salary starting at **1100 - 1300 JOD** per month subject to social security and tax deductions per Jordanian Law
- An attractive benefits package including 2 child placements at ICS (50% tuition remission) and Class A Medical Insurance for you
- 33 working days of annual leave.
- Professional development opportunities.
- A vibrant, multicultural community fostering personal and professional growth.

Send your up to date CV and a brief cover letter addressing how your skills and experience meet our requirements and why you are applying to ICS to recruitment@ics.edu.jo with the position title in the subject line. Visit us at www.ics.edu.jo **Application Deadline: Monday, June 30th, 2025.** Interviews will start to take place during July/August. Due to the number of applications expected, only shortlisted candidates will be contacted. The start date will be negotiated with the successful candidate.

The International Community School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and local and international Police checks as appropriate.