



Life changing. World changing.



Chinese American International School seeks an

## Admission Associate 2025-2026

*This is an English language position; Chinese language proficiency is a plus, but not required*  
**Exempt, full-time, full year (12-month) position**

### WELCOME!

Join the vibrant community at the Chinese American International School as the Admission Associate in a nimble team that has grown our enrollment up to 570+ students from age 2 in Preschool through Eighth Grade. The CAIS Admission Office is a small team that delivers big results to meet the enrollment goals of this dynamic, innovative leader in immersion education.

### OUR IDEAL CANDIDATE

The Admission Associate is a vital member of our team which uses a mix of technology tools and high impact personal touches to connect with applicants, shepherding them through the admission process and finding the best fit families for our mission. The ideal candidate finds resonance with CAIS's mission to *Embrace Chinese, Become Our Best Selves, and Contribute to a Better World*. CAIS offers a dynamic dual culture setting in which faculty and staff are immersed in a culture of language learners. We are looking for a candidate who will embrace CAIS's work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities. We welcome all applicants who aim to actively support and participate in our diverse and inclusive community.

### ESSENTIAL DUTIES

Position responsibilities include (*but are not limited to*):

- Manage candidates' online application process, troubleshooting for families when necessary
- Maintain accurate applicant records
- Implement admission policies to ensure procedures are in line with the school's mission and goals.
- Participate in all Admission events, including tours, and present as needed
- Organize Admission events: Manage event sign-ups, coordinate volunteer assistance, order food, ensure the location is prepared prior to the event, and track attendance afterwards.
- Oversee Admission data needs
  - Gather Admission data
  - Maintain Admission database
  - Create database queries for various admission statistics and report results to the Head of School and Chief Operating Officer
  - Analyze admission data to contribute to Admission strategies, planning and reflections.
- Collaborate with other departments to arrange applicants' playdates and shadow visits

- Conduct outreach to feeder schools in conjunction with Director of Admission & Enrollment Management
- Support marketing strategies in collaboration with Director of Admission & Enrollment Management and Director of Communications
- Manage Parent Ambassador program
- Develop relationships with prospective families and students
- Respond to all email and phone inquiries from families and proactively reach out to families who express interest in the school
- Manage admission support staff
- Performs other admission related duties as assigned

## ESSENTIAL REQUIREMENTS

- Discretion, integrity, and utmost respect for private and sensitive information
- Bachelor's degree required, advanced degree preferred
- Ability to work occasional evenings and weekends
- Resilience and flexibility
- Ability to work closely and collaboratively with the school leadership team
- Ability to make decisions and deliver information to parents with clarity and compassion
- Collaborative team player
- Ability to solve problems and work independently and in a group setting
- Strong communication skills - interpersonal communication, written and verbal skills
- Excellent organizational and time management skills
- Mandarin proficiency is an asset, but *not* required
- Strong computer skills; proficient in Google Suite and Microsoft Office
- Commitment to the school's [mission](#), [core values](#), [vision](#), and annual strategic objectives
- Commitment to the school's approach to diversity, equity, inclusion, and belonging

## ABOUT CAIS

As the nation's first dual language Chinese and English Preschool through 8th grade school, CAIS embodies our [mission](#) by working continuously to maintain our role as a leader in immersion education. We are known as an ambitious school, and we have made substantial strides throughout our [multi-year process](#) to reimagine immersion, reimagine our culture of learning, reimagine our community connectedness, and reimagine our learning spaces. Our entire community began the school year at our newly renovated [campus on 19th Avenue](#).

## COMPENSATION

CAIS has an established salary scale that recognizes experience and other qualifications, including (but not limited to) education and training, leadership, and bilingualism. The salary range for this position is: \$80,000-\$90,000.

## BENEFITS

Chinese American International School is dedicated to attracting, developing, rewarding, and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2025-2026 benefits package and perks including:

### Distinctively CAIS Benefits

- Commuter benefits (up to \$325/month)
- Dynamic, dual culture setting valuing honest self-assessment, thoughtful self-reflection, intentional planning, and focused implementation

### Financial Benefits

- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

### Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, chiropractic, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution

- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

### Vacation / Holiday / Paid Time Off

- Thanksgiving Break - 1 week
- Winter Break (December/January) - 2 weeks
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

### Quality of Life and Appreciation

- Staff appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Events
- Annual end-of-year milestone luncheon celebration
- Free tickets to the annual dinner gala
- Lunar New Year luncheon
- Thanksgiving luncheon
- Birthday gift card

## TO APPLY

CAIS's commitment to [diversity, equity, and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to [jobs@cais.org](mailto:jobs@cais.org). In the subject line, please indicate "Admission Associate." In your cover letter, please reference how you learned of this opening. Please, no calls.