



HOCHALPINES INSTITUT FTAN

SWISS INTERNATIONAL SCHOOL AND SPORTS ACADEMY

230 YEARS OF HISTORY, A CLEAR VISION FOR THE FUTURE

Nestled in the heart of the Swiss Alps, Hochalpinen Institut Ftan (HIF) is more than a school – it's an experience. Students at HIF are empowered to forge their own future, with a choice of educational programmes: the Swiss Matura or International Diploma Programme and our elite Sports Academy.

Welcoming students from Years 8-13 (ages 12-18), our global co-educational community thrives on multilingualism, leadership, and global networking, preparing students to confidently navigate an interconnected world. Wellbeing is woven into every aspect of the curriculum at HIF, from the pristine alpine environment to a dedicated curriculum that nurtures resilience and encourages balance.

Through hands-on exploration, adventure-driven learning and a deep respect for nature, HIF shapes independent, forward-thinking global citizens, ready to thrive.

We are a growing school, and this is an exciting opportunity for a candidate who will inspire, set the highest of standards and build systems to ensure that we set the scene for future excellence in all that we do.



Join our team as an experienced and committed

Admissions Officer (100%)

The Hochalpinen Institut Ftan (HIF) is seeking an **experienced, dedicated and results-driven Admissions Officer (100%)** to lead and execute our student recruitment efforts. The successful candidate will play a pivotal role in driving enrolment through strategic sales approaches, targeted lead generation, and outstanding customer service.

This dynamic role combines sales acumen, relationship-building expertise, and strong communication skills to effectively promote our school and convert prospective families into enrolled students.

We offer a **competitive salary and comprehensive benefits package**, including medical insurance, a 50% discounted train pass, a seasonal lift/gondola pass, and the unique advantage of working at a ski-in school in the Swiss Alps.

HIF is deeply committed to the professional growth of its staff, offering robust learning opportunities and clear prospects for career advancement.

Hochalpinen Institut Ftan 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 that are aligned with 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.

Third-Country Nationals' Applications (non EU/ EFTA) :

Please be aware that work permits for third-country nationals (e.g. from the UK) involve a longer process and stricter regulations than for EU/EFTA citizens. While we welcome all applications, preference will be given to candidates who already hold a Swiss residence permit or an EU/EFTA passport.

How to Apply

To apply, please submit the following:

- A **full CV** including your employment history for the past 10 years.
- A **letter of application** (maximum 2 pages) outlining your motivation for applying, your relevant experience, and how you believe you can contribute to our admissions work and school community.
- **Contact details for three professional referees**, including your current employer.

Send your application documents to jobs@hif.ch, addressed to the **Head of Admissions, Marketing and Communication**.

We encourage early applications, as we may **appoint before the deadline**. Initial interviews will be held online.

Please note: All appointments are subject to rigorous child protection screening, including reference checks with previous employers and clearance from the **Disclosure and Barring Service (DBS)** or an equivalent authority.

Application Deadline: Friday, July 26, 2025



Job Description:

Location	Hochalpinen Institute Ftan, Switzerland
Position	Admissions Officer
Reporting to	Head of Admissions, Marketing and Communication (AMC)
Date reviewed	01/08/2027
Responsibilities	<p>All staff are subject to the conditions of employment set out in their Contract. This details the professional and particular duties required of staff, together with benefits provided by the School.</p> <p>This role reports to the Head of Admissions, Marketing & Communications and plays a key part in delivering on HIF's broader enrolment and positioning strategy.</p> <p>Admissions Strategy & Lead Management</p> <ul style="list-style-type: none">• Implement strategic enrolment initiatives to attract and convert mission-aligned students and families.• Generate leads through digital outreach, education fairs, referrals, and targeted campaigns in key markets.• Conduct market research to refine messaging and identify opportunities for growth across local and international segments.• Manage enquiries with responsiveness, clarity, and warmth - guiding families through every stage of the admissions journey.• Use multiple channels (email, phone, online meetings, in-person) to build trust and effectively move leads toward enrolment. <p>Relationship Building & Representation</p> <ul style="list-style-type: none">• Represent HIF to prospective students, parents, and educational consultants with professionalism and authenticity.• Lead personalised consultations, campus visits, and immersive experiences that reflect the school's values and Alpine setting.• Maintain meaningful, ongoing relationships with families, feeder schools, and recruitment partners across cultures.• Work closely with academic staff and student life teams to communicate curriculum pathways, learning approaches, and boarding life.• Support recruitment travel, virtual events, and open days as needed to engage audiences in Switzerland and abroad. <p>Admissions Communications & Data Insight</p> <ul style="list-style-type: none">• Ensure consistent, mission-aligned communication across admissions touchpoints—email, print, digital.



- Track enquiries, applications, conversion data and follow-up tasks using CRM tools and internal systems.
- Monitor trends and share recommendations to support team decision-making and strategic planning.
- Collaborate with the team to align admissions messaging with brand storytelling and school campaigns.

Profile – Skills & Qualifications

- Professional experience in admissions, sales, or client services - confident executing plans and collaborating within a strategic framework.
- Experience in an international boarding school admissions (e.g. Matura, IB, A-Levels) is a strong asset.
- Confident communicator in English and/or German (C2 level); other languages a plus.
- Skilled in managing relationships with empathy, clarity, and cultural awareness.
- Strong organisational and data-handling abilities; comfortable using CRM systems and productivity tools.
- Strategic thinker with attention to detail and a results-driven mindset.
- Self-motivated, positive and solutions-focused, with a proactive approach to team collaboration.
- Willingness to occasionally travel and participate in events that promote the school globally.
- Passion for education and alignment with HIF's values of experiential learning, diversity, and alpine life.

