

13th October, 2026**JOB ANNOUNCEMENT
Admissions Officer
(#04/2026)**

The International College Foundation Course (ICFC) at Baan Thuta is a comprehensive program designed to equip Myanmar youth with the academic and technical skills required for successful entry into leading universities worldwide. The program offers intensive instruction in academic writing, critical thinking, and essential academic skills, equipping students with the knowledge and strategies they need to succeed in higher education and preparing them to meet the demands of university-level study with confidence.

In addition to academic preparation, the program emphasizes personal growth and cross-cultural awareness, ensuring that students are not only academically prepared but also globally minded and character-driven. Serving as a transformative bridge between Myanmar's aspiring youth and global higher education, the program embodies Baan Thuta's vision of cultivating leaders who can thrive academically and socially in international environments.

Bann Thuta is currently seeking a motivated, dedicated and qualified candidate to fill the following position.

Title of the position:	Admissions Officer
Department:	Bann Thuta
Job location:	Yangon, Myanmar (frequently travel to Thailand)
Reports to:	Program Manager
Duration:	One year
Application Deadline:	23rd October, 2026
Start date:	As soon as possible

Job summary:

The Admissions Officer is responsible for managing and facilitating the student admissions process. This includes responding to inquiries via email, phone and in-person, and communicating with prospective students in a timely and professional manner to ensure a smooth admission process.

Key Responsibilities**Admissions**

- Provide prospective students and parents with academic programs, payment details and admissions process.
- Provide friendly and helpful service to walk-in visitors and guests.
- Respond to inquiries via phone, email, and messaging platforms in a timely and professional manner.

- Schedule and coordinate appointments, virtual school tours, and follow-ups with prospective families.
- Administer student's visa application process in accordance with Royal Thai Embassy's consular services.
- Assist program team for student's visa application process in Thailand.
- Maintain and update the applicant's records in the school's admission database.
- Prepare and submit weekly and monthly recruitment and admissions reports.
- Manage international travel arrangements and travel along with students if needed.

Marketing and Other

- Participate in recruitment events, expos, and webinars as needed.
- Assist in preparing sales kits, brochures, presentations, and other promotional materials.
- Liaise with internal departments (e.g., academic, finance to gather accurate information for prospective families)
- Translate or assist with communication for non-English-speaking parents/students, if applicable.

Qualifications and Requirements

- Diploma or Bachelor's degree in Business, Sales and Marketing, Communications, or a related field.
- 2 - 3 years of experience in administrative roles (preferably in education or hospitality) sales support, or customer service.
- Strong communication skills in Burmese; English proficiency is a plus.
- Well organized, detail-oriented, and able to manage and prioritize multiple tasks efficiently.
- Friendly, service-minded, and able to interact with students, parents, and colleagues from diverse backgrounds.
- Digital literacy: Able to use online application systems, databases, spreadsheets, and communication platforms; ability to adapt to new digital tools for admissions processes.
- Willingness to occasionally work on weekends or travel for events, if required.
- Able to handle student's information with integrity and confidentiality.

Benefits

- The benefit package includes paid holidays, team coaching, and learning opportunities.

Application Process: Citing the reference “**Admissions Officer**” applicants should send their CV and cover letter expressing their suitability and interest in the position by **23rd October, 2026** to “admin@baanthuta.com”. Applications will be reviewed on a rolling basis until the position is filled.

Only shortlisted candidates will be notified of their progress. Shortlisted candidates will be required to provide at least two professional references.