



NEW ENGLAND INNOVATION ACADEMY

Job Title: Admissions Counselor
Department: Enrollment
Classification: Administration (12-month position)
FLSA Status: Exempt
Reports to: Head of Enrollment Management
Date Prepared: May 2026

Position Summary

The Admissions Counselor is a vital member of the Admissions team, contributing to all areas of the team's recruitment efforts and supporting the school's enrollment goals. The position plays a key role in connecting prospective students and families with the school community, learning about prospective students and their potential to thrive at NEIA, and being a part of the execution of the admissions process from inquiry through enrollment. Admissions and school events are something the Admissions Counselor will contribute to while also managing the student leaders within the Student Ambassador program. This is a full time (12 month) position eligible for benefits.

In all work activities and actions, NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Serve as the primary admissions contact for assigned inbound inquiries and applicants, certain constituencies (including potential geographical areas) that include school placement personnel, educational consultants, and parents, and other lead generating channels.
- Build relationships with prospective families, educational consultants, feeder schools, and community partners through outreach, stewardship communications, recruitment events, and work of mouth networking.
- Conduct interviews with prospective students and families.
- Guide families through the application process to complete application files. Track progress of incoming application materials, following up and requesting missing information.
- Assist with coordinating campus tours, shadow days, and interviews.
- Ensure visiting families are connected with appropriate student ambassadors for tours and shadow days.

- Read and evaluate applicant files as a member of the Admission Committee to assess mission alignment of applicants.
- Maintain accurate records of admissions activity in shared team sheets and the school's CRM system.
- Manage the Student Ambassador Program.
 - Recruit, train, and supervise student ambassadors who lead campus tours.
 - Coordinate tour schedules to ensure every visiting family is paired with a student guide.
 - Develop training materials and expectations for ambassadors to ensure consistent and informative tours.
 - Host regular Ambassador Club to implement and execute the above.
- Represent NEIA in recruitment fairs and similar events.
- Assist with the execution of admissions events including open houses, student revisit days, exploratory sessions, informational sessions, etc.
- Support outreach initiatives designed to engage prospective families.
- Assist in the retention and re-enrollment processes of current students.
- Participate in weekend and evening activities related to the Enrollment Office.
- Perform other duties and responsibilities as assigned and required by the position and the school.

Supervisory Responsibilities

- The Admissions Counselor will not supervise any other employees at NEIA.

Salary Range

- The salary range for this position is \$47,000 - \$52,000.

Education and/or Experience

- Bachelor's degree.
- Experience in admissions, education, boarding or independent day school, student services, or a related field preferred.
- Proficiency in Google Suite, Microsoft Suite (MS Word, Excel) required.
- Experience with Blackbaud, or similar databases preferred.
- Some travel may be required for this position.

Qualifications

- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Ability to connect with individuals, representing and showcasing the NEIA community with positive energy and enthusiasm.
- Ability to create a welcoming and supportive community for a diverse student body.
- Proficient knowledge of technology tools and how to find solutions. Willingness to teach and stay current in technology skills.

- Creative and critical thinking skills.
- Possess strong written and verbal communication skills.
- Exceptional administrative and organizational skills.
- Ability to work independently and collaboratively with other NEIA team members.
- Ability to efficiently and effectively manage the time of self and others.
- Willingness to cross-train in all roles and share responsibilities.
- Receptive to change.
- Present a professional image to students, staff, and parents, consistent with NEIA's mission and culture.
- Willingness to engage students and families with empathy and kindness.
- Ability to occasionally work nights and weekends.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand/sit for extended periods
- Regularly required to bend, lift, push, kneel, crouch, crawl, stoop.
- Regularly required to lift and/or move up to 10 pounds.
- Capable of adapting to frequent changes in position through the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speaks clearly, so listeners can understand.
- Uses hands and fingers for manipulation, and uses a computer keyboard, educational tools, play equipment, and performs first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Admissions Counselor

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