



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

Position Summary

New England Innovation Academy (NEIA) is seeking an experienced, dynamic, and versatile admissions professional to join our team shape and guide all responsibilities of the enrollment operation. The ideal candidate will use data to drive recruitment strategy, cultivate strong relationships with prospective families, and collaborate with educational consultants and placement personnel. From conducting interviews and campus tours to traveling domestically and internationally, you will serve as a primary ambassador for the NEIA community. Additionally, you will collaborate with the team to execute marketing initiatives, plan impactful admissions events, and evaluate applicant files to ensure strong alignment with our school's mission.

Essential duties and responsibilities include, but are not limited to:

- Strong sense of initiative to identify and engage new opportunities that generate platforms to distribute NEIA stories and the NEIA experience.
- Travel domestically and internationally to recruit prospective students and represent NEIA at admission fairs, educational consultant visits, conferences, and school hosted events.
- Work with the Head of Enrollment Management to evaluate, identify, and cultivate a travel recruitment strategy.
- Support the formulation of forward-thinking, strategic application, admission, and enrollment policies.
- Collaborate with the Head of Enrollment Management and Director of Strategic Marketing and Communications to build partnerships with local and feeder schools, junior boarding and independent day schools, consultants and other placement personnel, and other educational organizations to position NEIA strongly.
- Provide campus tours to prospective students, families, school placement personnel and educational consultants.
- Plan and participate in admission events, both on and off campus, potentially internationally.

- Conduct admission interviews with applicants and their families, educational consultants, etc. securing necessary student credentials.
- Read applicant files and serve on the Admission Committee to assess fit and mission alignment.
- Cultivate and maintain strategic partnerships with local, regional, national, and international schools, educational consultants, and key recruitment channels.
- Keep thorough and actionable data on engagement with constituents, funnel and applicant activity, travel, and other pertinent cohorts and channels.
- Develop and implement data-driven strategies to identify, attract, and recruit a diverse pool of prospective domestic and international students.
- Partner with Marketing & Communications to facilitate a seamless transition for enrolled students, ensuring relevant data is accurately shared with key school leadership.
- Communicate promptly, effectively, and positively with families through all stages of the admissions process.
- Analyze enrollment data and trends to suggest strategies in collaboration with the Head of Enrollment Management.
- Perform other duties as assigned.

Supervisory Responsibilities

- The Assistant/Associate Director of Admissions does not supervise any other employees at NEIA.

Salary Range

- The salary range for this position is \$55,000-80,000 for the Assistant/Associate Director of Admissions. The offer for the position and title will be based on and commensurate with experience and expectations set forth.

Education and/or Experience

- Bachelor's degree required, Master's preferred.
- A minimum of 3 years of experience in admissions, student recruitment, or student support services.
- Proficiency in Google Suite, Microsoft Suite (MS Word, Excel) required.
- Experience with Blackbaud, or similar databases preferred.

Qualifications

- Strong understanding of the independent and boarding school educational landscape(s) and trends in education, including internationally.
- Demonstrated strong customer service and support capabilities. Superior communication and interpersonal skills, with proficiency in a second language preferred.
- An enthusiasm for professional growth and learning.
- Collaborative and goal oriented both within the team and personally.

- Eagerness and excitement to work with middle and secondary school students and being a part of their growth.
- A comfort level to speak in front of a variety of audiences including large and diverse groups.
- Ability to travel, both domestically and internationally.
- Excellent organizational and planning skills with ability to be detail oriented and flexible, with the ability to manage multiple tasks and priorities.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of international students.

Physical Requirements

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand/sit for long periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, first aid, and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

* * *

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: Assistant/Associate Director of Admissions

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org/>