



Job Title: Admissions Administrative Coordinator
Department: Admissions
FLSA Status: Non-Exempt
Reports to: Head of Enrollment Management
Date Prepared: June 2026

Position Summary

The Admissions Administrative Coordinator is responsible for providing system, logistical, and operational support to the Admissions Team. This public-facing role is the first point of contact for prospective students and families, educational consultants, placement directors, and other constituents managing scheduling and processing from the initial inquiry phase through completed student enrollment. As an integral member of the team, the Admissions Administrative Coordinator owns the database processing of the full life-cycle of interested students and families, from inquiry through application, application materials, acceptances and contracts generation, and enrollment steps. This role communicates to a diverse community of families, educational personnel and entities, and contributes to the development of and supports all admissions-related events. The position requires a unique blend of warm customer service, flawless organization, and absolute discretion regarding sensitive student and financial data. Some evening and weekend hours for events are required. This position is a full-time, non-exempt role, reporting to the Head of Enrollment Management. This role is a full year (12 month) benefits eligible position.

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:

- Answer calls to the Admissions team, being the initial voice and face inbound applicants, families, and constituents hear and see.
- Correspond daily with interested parties and prospective applicant families in a timely, confidential, and professional manner.
 - Manage the main team email inbox and calendar for admissions monitoring and managing responses.
- Process all of the following inbound via Blackbaud:

- Inquiries
- Applications
 - NEIA
 - Standard Application Online (SAO)
- Recommendations
- Transcripts
- Academic Testing Results (examples: SSAT, ISEE, Duolingo, TOEFL)
- Additional Documents (examples: academic plans and learning profiles, passport images, certificates, etc.)
- Monitor and manage NEIA's Standard Application Online (SAO) account.
- Process and upload above materials when received via email and/or post.
- Update Admissions counselors on received materials (all of the above).
- Generate Acceptances through Blackbaud at the direction of the Head of Enrollment Management.
- Upload Enrollment Contract financial details and generate Enrollment Contracts through Blackbaud at the direction of the Head of Enrollment Management.
- Assist in the data upkeep and reporting of the following:
 - Funnel and application activity
 - Enrollment (examples: decisions, yield, demographic and biographic breakdowns)
 - Placement personnel / constituent engagement (examples: consultant visits, placement director meetings)
 - Event registrations and attendance
- Schedule student tours / shadow days / interviews.
- Serve as the point of contact when guests are on campus.
- Assist with school tours as needed.
- Assist the team with planning applicant visit days; securing ambassadors / tour guides, coordinating program leader / faculty meetings, aligning ambassador course schedules (shadow days), coordinating parent interviews / conversations.
- Collaborate with the team to schedule placement personnel visits and meetings.
- Support I-20, the visa process, and SEVIS organization and efforts for newly enrolled international students.
- Collaborate in Admissions event planning and day of event efforts and contributions.
- Attend Admissions' events including, but not limited to: Open Houses, Revisit Days, New Student Welcome Event, etc.
- Additional duties and projects necessary to meet the ongoing needs of the Admissions Office.

Supervisory Responsibilities

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

Salary Range

- The salary range for this position is \$22 to 26.50 per hour.

Education and/or Experience

- Bachelor's degree.
- Administrative experience in educational setting, admissions or counseling experience preferred.
- Proficiency in Google Suite, Microsoft Suite (MS Word, Excel), and video conferencing (i.e. Zoom) is required.
- Experience with Blackbaud, Final Site, or similar databases preferred.

Qualifications

- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- 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.
- Strong database and systems understanding and experience.
- Ability to create reports, also suggesting useful metric evaluation.
- Critical thinking skills.
- Discretion in dealing with sensitive and confidential admissions issues.
- Possesses strong written and verbal communication skills.
- Exceptional administrative and organizational skills.
- Highly motivated, quick-learner, with a proactive approach to work.
- Flexibility, good humor, and a team spirit.
- Ability to connect with, and build rapport, with a warm and professional demeanor.
- 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.
- Presents 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.

* * *

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 Administrative Coordinator

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/>