



PRESTANS

**Job Title:** Associate Director of Admissions

**Position Overview:**

Prestans Online Academy, a fully accredited online school for students in grades 6-12, is seeking a dedicated, compassionate, and experienced Associate Director of Admissions to join our growing admissions team. In this role, you will be instrumental in guiding prospective families through the admissions process for both credit continuation and summer programs. Responsibilities will include ensuring that all required information is gathered accurately and promptly, while supporting the school's mission to provide an exceptional educational experience for our students.

Working closely with our academic team and school partners, you will help develop personalized learning plans for students enrolled at Prestans. Additionally, you will collaborate with the Director of Enrollment Management to enhance and refine admissions processes, support families throughout the enrollment journey, and foster relationships with school partners. This is an exciting opportunity to contribute to the growth and success of our school while making a meaningful impact on the students we serve. The position is year-round and fully remote.

**Reports to:** Director of Enrollment Management

**Location:** Remote

**Key Responsibilities:**

- **Initial Contact & Inquiry Management:** Serve as the primary point of contact for families and external stakeholders interested in enrolling students for credit continuation and summer courses. Respond to inquiries via phone and email, providing detailed information about the school's programs, services, and admission process.
- **Application Processing:** Manage the intake of new student applications, ensuring all required documents are submitted and complete. Assist families in completing application forms and understanding school policies.
- **Intake and Interviewing:** Conduct intake calls with parents and interview credit continuation students.
- **Student Information Management:** Maintain accurate and up-to-date records of student applications in the school's student information system. Process all data in compliance with confidentiality guidelines and regulations.
- **Communication & Coordination:** Coordinate with the academic and student services team at Prestans. Communicate clearly and professionally with prospective families throughout the admissions process, keeping them informed of next steps, deadlines, and required documentation.
- **Relationships with School Partners:** Maintain relationships with school partners for our credit continuation and summer programs. Involves regular communication and occasional school visits to



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foster and strengthen long-term collaboration.

**Qualifications:**

- Bachelor's degree in Education, Business Administration, or a related field.
- Minimum of 3 years of experience in admissions, enrollment management, or a related field.
- Proven track record of success in developing and implementing admissions strategies.
- Strong communication, interpersonal, and relationship-building skills.
- Excellent organizational and multitasking abilities.
- Ability to analyze data and make informed decisions.
- Experience with Veracross or similar student information system preferred.

Please send a cover letter and CV to Martha Seretta [seretta@prestans.us](mailto:seretta@prestans.us). Application deadline is February 1, 2025.