



Admissions Associate

Overview

The Admissions Associate collaborates directly with the Admissions Director and is the front line resource of client service and admissions inquiries. This role helps steward students and their families through the admissions process and preparation for their courses. The position requires a commitment to learning, reflection, and growth through meaningful cross-cultural experiences.

Terms and Remuneration

- Based in Boulder, CO.
- 75% to 100% position, or roughly 30-40 hours/week.
- Compensation and benefits are commensurate with experience, salary history, and industry standards.

Responsibilities

The Admissions Associate ensures that all applicants are properly vetted and supported through their pre-course engagement with Dragons, ensuring quality control and supporting the admissions timeline for each programming session. Responsibilities include attention to the following ongoing tasks and projects:

- Application, Payment, and Form processing
- Student Interview process, including management of interview staff scheduling
- Student screening follow-up: Teacher references, mental health professionals, etc.
- Oversee the quality control of student interviews and ensure that students are properly vetted
- Creation and mailing of program support materials, evaluations and transference documents
- Student and Parent admissions inquiries regarding payments, forms, and pre-departure logistics.
- Spearhead program webinars
- Manage student travel days (book hotels, on-call support, student leader management)
- Preparing field staff for their student groups (student admissions details, passport information, flight information)
- Tending to office supplies, systems, and maintenance
- Source and manage flights for summer and semester programs
- Responding to email and phone inquiries about programs and general questions
- Supporting other departments as needed

Skills

The Admissions Associate should demonstrate the following:

- Significant administrative, clerical, and logistical experience
- Strong familiarity with common administrative systems and technologies (e.g., managing spreadsheets, cloud based file sharing, CRM database familiarity, etc.)
- Prior training in admissions systems, interviewing, and vetting of students
- Experience working with international education programs
- Experience in a relevant field (i.e. education, guiding, development work, service learning, wilderness, non-profit sector, etc.)

Interested candidates should contact Admissions Director Eva Vanek at eva@wheretherebedragons.com with a cover letter and resume.

Application deadline: August 19th