

LAKE MARY

PREPARATORY SCHOOL



POSITION: Admissions Associate. This is a 12-month position.

SUMMARY:

Lake Mary Preparatory School was founded in 1999 and continues to be one of the top co-educational, private, international prep schools in Seminole County serving students in grades PreK through 12.

This position reports to the Director of Admissions and will provide support to the Admissions Department for all aspects of recruitment and retention including support with our international student community. Lake Mary Prep welcomes students from nearly 30 countries around the world each year. These students provide a rich diversity that contribute to creating a unique and special community at Lake Mary Prep. The Admissions Associate will act as the primary liaison for our international student population while assisting the Director in the development, marketing and implementation of comprehensive and innovative recruitment strategies and initiatives for all prospective families.

Key Responsibilities:

- Working with families through the admissions process from inquiry to enrollment
- Process student application and enrollment of students through Finalsite Enrollment
- Schedule and conduct tours, meetings and interviews with prospective families
- Proctor assessments on campus or virtually for prospective students, both domestic and international
- Process international applications and materials for admissions
- Serve as a DSO and remain current with F1 student immigration regulations
- Support international students to maintain SEVIS status while enrolled at Lake Mary Prep in conjunction with the registrar

- Coordinate international insurance for F1 students in conjunction with the business office
- Attend required Admissions events/functions both at school and in the community
- Regular communication with teachers and departments to promote the highlights of each discipline of the school including but not limited to Fine Arts, Athletics and all academic departments
- Execute international strategic planning, including international recruitment
- Host information sessions with prospective families
- Participate in school-wide retention efforts each year
- Act as the Homestay Program Coordinator to help place our students with local host families to act as guardians for the duration of their study at Lake Mary Prep where responsibilities will include:
 - Update homestay application materials,
 - Coordinate host family placements,
 - Complete site visits to host homes,
 - Organize regular international student activities,
 - Act as the liaison between host students, host parents, admissions, agents, and natural parents

Qualifications Required:

- Bachelor's Degree
- Minimum 3 – 5 years experience in international support, admissions, or recruitment roles
- Previous experience in a school setting
- Ability to collaborate widely with various departments and stakeholders throughout the school community
- Dynamic personality and a passion for diversity and inclusion
- Ability to take responsibility for assigned projects from inception to completion with attention to detail and accuracy
- FinalSite Enrollment and/or Blackbaud experience strongly preferred

BENEFITS:

- Comprehensive benefits package to include: paid time off, medical, dental, vision, life and disability, matching 401(k) plan