



**International  
Institute of  
New England**

The mission of the International Institute of New England (IINE) is to create opportunities for refugees and immigrants to succeed through resettlement, education, career advancement and pathways to citizenship. One of the oldest and largest human services organizations for New Americans in the region, IINE serves more than 2,500 people each year in Boston and Lowell, Massachusetts, and Manchester, New Hampshire. Our programs include case management, youth and family services, English for Speakers of Other Languages (ESOL), employment and skills training, and immigration legal services.

A dynamic, forward-looking, smart and rapidly growing non-profit organization, we seek well-qualified, solutions-focused candidates who are experts in their respective fields. Successful candidates will join a committed team of professional staff and volunteers who are devoted to welcoming and serving new Americans.

### **Admissions Specialist, Boston**

**Reports to:** Education Coordinator

**Supervises:** N/A

**Status:** Non-exempt, Full-time (40 hours/week)

**Job Location:** Boston, MA

#### **Overview:**

The Admissions Specialist is responsible for recruiting, enrolling, and tracking students through their academic program. S/he also assists prospective students in applying for public funding. IINE's Admissions Specialist works closely with privately and publicly funded participants and assists in navigating the process for funding approvals.

#### **Duties and Responsibilities:**

- Process and monitor leads for various sources and help develop recruiting strategies in conjunction with department policies and objectives.
- Call and schedule appointments for all leads received. *(Target: convert 20% of leads into scheduled appointments.)*
- Interview and enroll prospective students in the education program and report outcomes to education staff at weekly meetings. *(Target: convert 70% of interviews into an enrollment.)*
- Adhere to the appropriate ESOL and Skills Training enrollment protocols.
- Submit all student folders and documentation including EAs, RICs, intakes, assessments, and proof of residency to the ESTM for auditing within five business days.
- The Admissions Specialist is responsible for following up with each student to ensure their readiness to start and with a respective Start Rate conversion of 90%. The Admissions Specialist is responsible for students' attendance within their first three classes.

- Administer and score TABE Class-E Writing Test & BEST Plus Test; coordinate with other certified staff to administer and score assessments; ensure each student in need of an assessment receives one in a timely manner.
- Manage and update the waitlist for DESE-funded ESOL classes.
- Conduct outreach to ESOL students who have poor attendance and update the Student Outreach tracker to share information.
- Assist prospective Skills Training participants in applying for ITA vouchers and compile necessary documents for NJT funding.
- Work with the Skills Training Specialist to provide advising services to ESOL and Skills Training students. This includes conducting weekly advising sessions, monitoring documentation of advising activity on Apricot, and managing the advising schedule.
- Work with the Skills Training Specialist to maintain data on advising outcomes and CDBG outcomes, as well as complete CDBG reports. Assist in the assessment and placement of students in appropriate levels. Evaluate and document student progress, make placement recommendations and changes in accordance with the National Reporting Service (NRS) descriptors for Student Performance Levels and program class levels/focus.
- Participate in the goal setting and meeting process with students assigned in class.
- Refer student and classroom issues/needs to the Education and Skills Training Manager.
- Interface with participants in a manner that demonstrates sensitivity, tact, and professionalism.
- Attend regularly scheduled program meetings and periodic professional training sessions. The Institute requires 20 hours of professional development per year.
- *Perform all other duties assigned by supervisor.*

#### **Qualifications:**

- Bachelor's Degree in related field required; related MA preferred
- Outstanding communication skills including written, verbal, and presentation skills
- Excellent computer skills including Microsoft Word, Excel, and Power Point required
- Interest in international, refugee, and asylee issues
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks simultaneously
- Bilingual/bicultural candidates are encouraged to apply
- Work independently, adhere to prescribed routines & schedules, practices, maintain accurate records filing and submit reports in a timely manner.
- Position requires working a flexible schedule that includes day and evening hours.

Please be advised that effective October 1, 2021 IINE requires all staff to submit proof of a Covid-19 vaccination or a medical or religious exemption. This requirement is necessary given the direct service work IINE does with refugees and immigrants. IINE will consider requests for exemption in accordance with its reasonable accommodation policy and applicable law.

By signing below, the employee indicates that s/he understands the requirements, essential functions, and duties of the position as outlined above. Please note that this job description does not cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

_____	_____	_____
Employee Name	Employee Signature	Date

_____	_____	_____
Supervisor Name	Supervisor Signature	Date

_____	_____	_____
Preside and CEO name	President and CEO Signature	Date