Franklin Academy

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Job Title: Part-Time Admissions Counselor
Reporting Line: Associate Director of Admissions
Position Type: 12-Month, Part-Time
Location: In-Person or Remote

School Profile

Franklin Academy is a mission-driven, college-preparatory boarding and day school serving neurodivergent students in grades 8–12 and postgraduates through an intentionally designed, skill-based educational approach. Our bright, capable, and creative students thrive in a fully immersive learning community, most of whom live on campus, where interdisciplinary academics, explicit instruction in executive functioning and self-advocacy, and a deep commitment to belonging prepare them for college and life. As Franklin approaches its 25th year, the school continues to thoughtfully evolve while honoring its relational foundation and real-world focus. The strength of Franklin lies in its people, educators, residential professionals, clinicians, and staff united by purpose-driven work and long tenures. Located on a scenic 75-acre campus along Connecticut's Connecticut River in East Haddam, adjacent to the 700-acre Chapman Pond Preserve, Franklin is an active part of the local community with convenient access to Hartford, New Haven, New York City, and Boston.

Position Overview

Franklin Academy seeks a highly organized, detail-oriented, personable **Part-Time Admissions Counselor** to support our Admissions and Enrollment Management team. The Admissions Counselor will play an important role in maintaining accurate admissions data, supporting prospective families throughout the admissions process, coordinating summer program registration, and facilitating the onboarding of newly enrolled students and families.

This position offers a flexible schedule, with weekly hours generally ranging from 12 to 20 hours, depending on seasonal admissions and enrollment activity. The role may be performed remotely or on campus, with scheduling and work arrangements coordinated with the Dean of Enrollment Management & Strategic Initiatives. For the right candidate, this position offers the potential to expand in both hours and responsibilities based on performance, demonstrated initiative, and the evolving needs of the school.

Key Responsibilities

Admissions Data Management & Integrity

- Enter, update, and maintain prospective student and family information in the school's admissions database.
- Ensure admissions and enrollment records are accurate, consistent, confidential, and complete.
- Monitor applicant progress, maintain accurate status updates, and track required documentation throughout the admissions process.
- Assist with admissions reporting, enrollment tracking, and data analysis to support informed decision-making.
- Identify and resolve missing, duplicate, or inconsistent information to maintain high standards of data integrity.

Prospective Family Outreach & Communication

- Serve as a welcoming and responsive point of contact for prospective families throughout the admissions journey.
- Conduct outreach to families through email, telephone, and other communication channels.
- Follow up with inquiries, applicants, and families at various stages of the admissions process.
- Assist with scheduling admissions appointments, campus visits, interviews, and virtual meetings as needed.
- Support ongoing communication initiatives designed to strengthen family engagement and encourage application completion.

Summer Program Registration & Coordination

- Manage administrative aspects of registration and enrollment for Summer at Franklin.
- Respond to summer program inquiries and assist families with registration requirements.
- Track registrations, required forms, enrollment documentation, and outstanding information.
- Maintain accurate summer enrollment records and provide regular registration updates.
- Collaborate with summer program leadership and other departments to ensure a smooth transition from registration to program participation.

Additional Admissions Support

- Provide administrative and operational support for admissions initiatives and special projects.
- Assist with admissions events, Virtual Information Sessions, and other recruitment activities as needed.
- Contribute ideas for improving admissions processes, communications, and operational efficiency.
- Take on additional responsibilities as opportunities arise and proficiency in the role develops.

Qualifications & Experience

Required

- Exceptional organizational skills and strong attention to detail.
- Demonstrated ability to manage data accurately and maintain organized records.
- Strong written and verbal communication skills, with a warm, professional, and service-oriented approach.
- Proficiency with database systems, Microsoft Office, Google Workspace, and other digital tools.
- Ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision.
- Strong interpersonal skills and a genuine appreciation for working with students and families.
- Commitment to confidentiality, professionalism, and maintaining accurate student and family information.

Preferred

- Previous experience in admissions, enrollment management, education, or a related administrative role.
- Familiarity with Veracross or similar student information or customer relationship management systems, including HubSpot.
- Experience supporting families in an independent school, college, or educational setting.
- Familiarity with neurodivergent learners and strength-based educational approaches.

Schedule & Work Arrangement

This is a flexible, part-time position designed to accommodate the seasonal nature of admissions and enrollment activity.

- **Hours:** Approximately 12–30 hours per week, fluctuating based on admissions cycles, summer registration, and new student onboarding.
- **Location:** Remote or on-campus, depending on candidate qualifications and operational needs.

- **Scheduling:** Hours and work schedules will be coordinated with the Dean of Enrollment and Strategic Initiatives, with additional availability potentially needed during peak enrollment periods.
- **Growth Opportunity:** The position may evolve to include increased hours, expanded admissions responsibilities, and additional professional growth opportunities based on individual performance and institutional needs.

How to Apply

Interested candidates should submit the following materials:

- A cover letter outlining interest in the position and relevant experience.
- A current résumé.
- Contact information for three professional references.

Application materials should be submitted electronically to **hr@fa-ct.org**. Applications will be reviewed on a rolling basis until the position is filled. **The priority deadline for initial review is Sunday, November 1, 2026.**

Franklin Academy is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other protected characteristic under applicable law.