



Admissions Coordinator Internship

Martin Luther School, grades 6-12, is located in Queens, New York City. Small, safe and diverse, MLS has prepared students for success in college and in life for 60 years. Driven by our Christian faith, we give students the individualized attention they need to achieve and to soar through respect for each other as they learn, explore and grow.

Our Admissions department is tasked with growing enrollment by seeking applicants and providing a welcoming experience for general inquiries from both applicants and families who are seeking educational opportunities for middle and high school education. We provide a private, co-educational college prep experience in our small school making MLS the smart choice.

Job Responsibilities -This position provides an ideal learning opportunity and is a resume builder geared to providing experiential learning for the intern. Although this is an unpaid part time (15-20 hrs) internship role, the intern will be an active participant in departmental and school functions making this internship a rich learning position.

General Position Responsibilities:

- Assist with data entry and special projects as needed.
- Help prepare recruiter packets
- Data entry projects as assigned
- Make calls to set up appointments with interested families and to applicants and enrolled students
- Other duties as assigned

Qualifications

- Previous experience in education, the arts, or a non-profit setting strongly preferred.
- Consistent welcoming and friendly demeanor.

Required Skills

- Superior organizational and problem resolution skills.

- Strong computer and analytical skills.
- Meticulous attention to detail and ability to manage competing projects and priorities in a fast-paced environment.
- Energetic, innovative, creative leader with a proven commitment to excellence.
- Comfort in interacting with various groups including students, families, staff, and faculty

How to apply: For full consideration please forward your resume to Mr. Obed Figueroa, Director of Recruitment and Admissions ofigueroa@martinluthernyc.org. A formal interview is required.