



JOB POSTING

Position: Admissions Admin

Location: Remote- International

Job Type: International Independent Contractor

Pay: Contract- paid monthly

Clonlara School is seeking an **Admissions Admin** who is passionate about personalized education and excels at guiding families through the inquiry and enrollment process with care, clarity, and professionalism. If you enjoy helping others find the right educational fit and supporting them every step of the way, this role is a perfect match.

About Clonlara

Clonlara School is a nonprofit, K–12 private school that serves more than 2,000 students around the world through our off-campus programs. *Our mission is to transform education on a global scale through a highly personalized approach that fosters authenticity, autonomy, and joy in the learning process.* We are truly a global learning community.

Responsibilities

The Contractor shall work with the Director of Admissions and the French Program Coordinator to provide **Admissions Representative and Administrative services** in the contractor home market accordingly to their time zone, for the duration of the academic school year, including:

- Arranging meetings with potential and existing families to present Clonlara's services.
- Highlighting program benefits and key features to inquiring families to determine educational match.
- Building and maintaining solid working relationships with both new and existing families.
- Promptly completing documentation for each inquiring family.
- Following up with customers to inquire into whether Clonlara meet their expectations.
- Confirming accuracy of all student data that is provided to Clonlara.
- Attend regular check-ins with Program Coordinator, Program and Clonlara Departments.

This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.

Background and Skills

We are looking for candidates who:

- 1-2 years' experience in customer service, admissions, marketing or administrative support, with a strong ability to guide families through inquiry and enrollment processes.
- Familiarity with homeschooling and progressive education movements.
- Excellent communication and interpersonal skills, with a passion for helping families find personalized educational solutions
- Exemplary customer satisfaction skills, including dealing effectively with the public, other school officials and staff, in person, over the telephone, social media and in written correspondence.
- Confidence using technology, working remotely and experience with Microsoft Office tools.
- Fluent in English and French
- Have strong cross-cultural understanding and the ability to communicate with diverse populations.



- Encouraging and building mutual trust, respect, and cooperation among other workers
- Time management skills, including: Organizing one's own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- The ability to maintain a high level of confidentiality.

How to Apply

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format.

Email: employment@clonlara.org