



Enrollment and Placement Summer Program Associate

Job Summary

The Enrollment and Placement Program Associate will provide administrative and operational support to the Beacon Enrollment and Placement team. Occasionally, the Enrollment and Placement Associate will also assist with the Beacon Academy Summer Session. **The Enrollment and Placement Summer Program Associate position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.**

Responsibilities

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship.

- Provide day-to-day administrative and clerical support to the Enrollment and Placement team.
- Help with event coordination for summer Academy field trips, school visits, and preparation for Mock Interview day.
- Support scheduling and facilitation of enrollment meetings with each Academy Year family
- Build worksheets/tools/quizzes to support curriculum for Secondary Schools class and SSAT prep class in preparation for the Academy Year programming, with guidance from the Director
- Proficiency with Google Suite, especially Google Sheets and Google Forms, is especially helpful
- Serve as a student advisor for a small group of students
- Model identity boxes and participate in model community meetings.
- Chaperone Summer Session field trips, as needed
- Other Summer Session duties as needed.

Work begins with meetings and training on July 2, 2026, and the internship will run from July 6 through August 6, 2026. The Enrollment and Placement Program Associate should expect to work 9 AM - 5 PM on regular Summer Session academic days, Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Work hours will differ slightly on field trip days. Pay for the summer is \$2200 for the Enrollment and Placement Summer Program Associate.

Core Competencies:

- Strong written and verbal communication skills.
- Positive attitude, willingness to learn, and ask for help when needed
- Open to feedback
- Organizational skills and incredible attention to detail.
- Proactive attitude with the ability to work both independently and collaboratively.
- Ability to manage multiple tasks and deadlines effectively.
- Experience with event planning or administrative tasks (*helpful but not required*).

Interested candidates should send their resume to Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**