

### Voluntary Position – LOT 2026

<b>Job Title:</b>	Admissions Associate	<b>Position ID:</b>	POS25ADMS01213
<b>Duration:</b>	12 months	<b>Starting Date:</b>	Jan/15/2026
		<b>Ending Date:</b>	Jan/15/2027
<b>Location:</b>	Remote	<b>Type:</b>	Voluntary (No-Payment)

**Summary:** We are seeking an Admissions Associate to fulfill our program requirements and maintain the process of our program following the timeline below and mainly coordinating our admissions department.

**About us:** Leaders of Tomorrow Digital Exchange Program is a virtual exchange-program for international youth at the age of 14-17 (Teenagers) & 18-24 (Young Adults). We have over 200 alumni from more than 25 countries around the world and we aim to continue our mission to more people and countries by developing leadership and project management skills as well as an intense focus on global issues and improving their English Language throughout the 8 weeks online sessions program.

#### **Program Dates:**

- January 2026 – Management Training
- February 2026 – Applications Preparations & Bridge Fellows Training
- March 2026 – Applications Period Start & Staff Training 1
- April 2026 – Staff Training 2
- May 2026 - Applications Period End
- May – June 2026 – Applications Reviewing & Staff Training 3
- June 2026 - Interviews
- June - August 2026 - Sessions
- September - November 2026 – Evaluation & Networking events
- December 2026 – January 2027 – New staff selection

#### **Benefits:**

- To be part of an international community with access to multiple opportunities that can contribute to your future career.
- Receiving full tutorial sessions before the start of your role to be familiar with your tasks and the program structure.
- Private email linked with our domain to be used for official communication.
- An opportunity to learn and teach.
- Gain a certificate of completion recognizing your contribution and skills developed.
- High amount of flexibility with our tasks and timings.

**Key Responsibilities:**

- Support team leadership in all aspects of program implementation to ensure timely and accurate completion of deliverables.
- Support the management of program email inboxes. Answer admissions inquiries and assist potential candidates.
- Compile and track a wide range of participant information and project data, supporting data collection and maintaining accuracy and completeness.
- Contribute to the production of program reports, materials, and content.
- Work with program partners and participants, including communicating program updates, answering questions, and assisting with logistics.
- Developing and tracking admissions protocols, procedures, and evaluation criteria.
- Supervising program reviewers and interviewers to ensure a smoothly delivered admissions process.
- Assist in coordinating program online and in-person events.
- Assist in monitoring and evaluating the program process.
- Coordinate the program applications reviewing process, operate as a first point of contact for potential candidates, schedule and manage the interviewing process for semi-finalists candidates.
- Coordinate with the program's marketing department to recruit and promote program potential candidates, including but not limited to, holding online webinars, sessions, social media lives, and other forms of communications.

**Requirements:**

- Experience in developing and managing evaluation processes and protocols.
- Experience in (social) media communications (required).
- A good proficiency in English (required).
- Well organized with strong communications skills.
- Alumna/us of an exchange program (preferred).
- Experienced in Office Suite (Word, Excel, PowerPoint, Outlook)
- Team player with good interpersonal skills.
- Constant access to the internet during the week.
- 5-8 Hours' time availability during the week.

If you are interested in this position, please email your CV to this email [lot@lotep.org](mailto:lot@lotep.org) with "Admission Associate" in the subject. For further details please check our website <https://lotep.org> or send your questions to the email above.

Qualified candidates will be contacted for an interview.

The duration is fixed but the date could differ.



*Thanks, and Best Regards,*  
*LOT Team*  
*10/31/2025*