



Associate Director of Financial Aid & Admission Counselor

The School

The Putney School seeks a full time professional to join the school's admission team beginning no later than the summer of 2019. Putney is a progressive, coeducational, boarding high school of ~235 students located in Putney, Vermont. The Putney School cultivates and sustains a joyful community that embraces difference and inclusivity and cultivates cultural awareness. For more information on Putney, please visit our website at www.putneyschool.org.

Summary Description of Position

This position combines the responsibilities of an admission counselor and a financial aid officer. Admission counselors manage relationships with students, families, and sending schools throughout the phases of a student's and family's experience of Putney during the admission process. Outreach and hosting are the core of the counselor's work. It requires travel to meet students and families and to visit sending schools, and it entails hosting on-campus visits at Putney.

Collaborating with the Director of Admission & Financial Aid to lead the financial aid program is the second component of this new position and will comprise about a third of the successful candidate's time. If the successful candidate brings extensive experience with financial aid, titles can be reconfigured.

The successful candidate will join a team of 4 and report to the Director of Admission & Financial Aid. S/he is expected to be inquisitive, humorous, engaged by Putney's mission and creative ethos, an excellent communicator, technologically skilled, energetic, and a selfstarter. Successful candidates will have earned at least a four-year college degree and will have worked for at least three years in admissions and/or financial aid.

Please electronically submit a letter of interest, a resume and a list of 3 – 5 references to the Admission Counselor Search at AdmissionSearch@putneyschool.org.