



## Admission Counselor

### The School

The Putney School seeks a full-time Admission Counselor to begin in July 2022. Putney is a progressive, coeducational, college-preparatory, boarding secondary school of 225 students located in Putney, Vermont. The Putney School is committed to cultivating and sustaining a community that embraces difference, seeks inclusivity, and demands cultural awareness, and we hire accordingly. Our commitment to social justice work is embedded in our stated [Fundamental Beliefs](#). For more information on Putney, please visit our website at [www.putneyschool.org](http://www.putneyschool.org).

### Summary Description of Position

Admission counselors are chiefly responsible for managing relationships with students, families, and sending schools throughout the phases of a student's and family's experience of Putney's admission process. Specific duties include and are not limited to travel and outreach to meet students, families and school counselors at schools and at school fairs; engaging, hosting, and interviewing students and families when they visit Putney; sustaining contact as they progress from their inquiry to their application; supporting them through the completion of their applications; and thoughtfully connecting them with Putney students and faculty so their enrollment decision can be informed and feel supported.

Admission Counselors report to the Director of Admission and Financial Aid. Admission counselors are expected to be inquisitive, interested in educational design, engaged by Putney's mission and creative ethos, excellent communicators, technologically nimble, energetic, humorous, and initiative-taking self-starters.

Successful candidates will have earned at least a four-year college degree and will have worked for at least three years building professional experiences that can be directly deployed in this position. We seek skilled alignment with the school's focus on diversity, equity, inclusion, and social justice work. Interested applicants should electronically submit a letter of interest, a resume and a list of 3 – 5 references to the Admission Counselor Search at [admissionsearch@putneyschool.org](mailto:admissionsearch@putneyschool.org).