



Admission Counselor & Associate Director of Financial Aid

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.

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 to meet students and families and to visit sending schools and hosting on-campus visits at Putney comprise the core of the work. 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 as much as a third of the successful candidate's time during some parts of the year.

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 jbarrengos@putneyschool.org.