



The Putney School

The Putney School is seeking a **Director of College Counseling**, a full-time administrative position to begin on July 1, 2023, with the possibility of an earlier start. The Director of College Counseling is responsible for managing all aspects of the school's college counseling program.

About The Putney School: Putney is a progressive, gender inclusive secondary boarding school of 230 students located in Putney, Vermont. We are committed to cultivating and sustaining an educational community that values difference. Our commitment to social justice work is embedded in our stated Fundamental Beliefs. The ideal candidate would be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Position Responsibilities:

- Understand Putney's unique position and mission among secondary schools and how that impacts the lens through which our students will approach the college process
- Guide and counsel juniors and seniors through the process of identifying interests, defining values and goals, and researching colleges, universities, and gap year experiences
- Remain conversant with trends and enrollment goals for popular Putney matriculating institutions
- Coach students on ways to present their record and profile in effective, creative and compelling ways: including writing samples, portfolios, interviews and correspondence
- Manage the successful completion and submission of all application materials
- Develop, maintain and strengthen relationships with colleges and universities – including creating innovative materials to present Putney's unique strengths, mission & fundamental values
- Create and send clear, informative and responsive correspondence to students and families
- Use relevant software, such as Naviance and Veracross to ensure accurate data and materials; embrace updates and utilize modern and relevant software as available
- Oversee administration of and access to standardized testing
- Educate students and families about post-secondary options and financial aid
- Travel four or five weeks to stay abreast of the range of opportunities available to students; professional development to maintain knowledge of greater college admissions landscape
- Serve as dean of the senior class and collaborate in weekly meetings with the deans' group to oversee the well-being of all students on campus

Position Benefits:

- Health and dental benefits, retirement contributions, and paid vacation

- Annual professional development opportunities
- Competitive salary commensurate with experience and possible on-campus housing if available

Qualifications: BA/BS or higher, with five or more years of prior experience in college admissions or high school college counseling and/or independent school settings is preferred. This position prioritizes prior experience in the following areas: counseling, writing, interviewing, teaching/facilitating, residential life and program leadership. Ideal candidates will possess strong leadership skills, an ability to communicate effectively verbally and in writing with internal and external constituencies, a strong appreciation for the arts, sustainability, and progressive education, as well as knowledge of the collegiate and post-secondary landscape toward which Putney students gravitate.

How to Apply: Please submit a cover letter and resume via email to employment@putneyschool.org by February 15, 2023. We will begin our review of applications with any internal candidates and will continue reviewing applications until the position is filled.