



Admission Counselor

The Putney School seeks a full-time Admission Counselor to begin in July 2024.

About The Putney School Putney is a progressive boarding school for ~230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically-marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work. The school supports all its employees in developing this critical skill set.

The Position Admission counselors manage relationships with students, families, and sending schools throughout the phases of an applicant's experience of learning about Putney. The key elements of the work include hosting on-campus visits at Putney and meeting students and families at sending schools and at school fairs. Admission Counselors report to the Director of Admission and Financial Aid. They 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.

Position Responsibilities:

- Initiate contact with school and organization staff who work with prospective families.
- Build and steward relationships through phone and video calls, in-person visits to schools, conferences, fairs, and families' homes. This entails regular travel, especially between September and December.
- Regularly engage and host in-person family visits to Putney which entails communicating with teachers whose classes will be visited, maintenance and food staff who support hosted events on campus, and with students and administrators who participate in tours and in conversations and events which share the Putney experience with visitors.

Position Benefits:

- Competitive compensation depending on experience
- Health benefits, paid vacation, and 403(b) retirement plan contributions
- Annual professional development opportunities

Qualifications: Successful candidates will have earned at least a four-year college degree and preference will be given to candidates who have worked for at least three years in boarding school admissions.

How to Apply: Please submit a cover letter, a resume, and a list of 3 - 5 references via email to putneyadmissions@putneyschool.org. We will continue reviewing applications until the position is filled.