



POSITION AVAILABLE
Admission Counselor
THE PUTNEY SCHOOL

The Putney School is seeking a full-time **Admission Counselor** to begin work on July 1, 2024. 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.

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. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. 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, and the school supports all its employees in developing this critical skill set.

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.

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. The ideal candidate will be inquisitive, interested in educational design, engaged by Putney's mission and creative ethos, an excellent communicator, technologically nimble, energetic, humorous, and an initiative-taking self-starter. Ability to pass a criminal-background check and authorization to work in the United States are required.

How to Apply: Please submit a cover letter and resume via email to employment@putneyschool.org by April 30, 2024. We will continue reviewing applications until the position is filled.