



POSITION AVAILABLE
Admissions & Enrollment Coordinator
THE PUTNEY SCHOOL

The Putney School is seeking a full-time **Admissions & Enrollment Coordinator** to begin as soon as possible. The Admissions & Enrollment Coordinator plays a vital role in the recruitment and enrollment process at The Putney School. This individual serves as an ambassador for the school, working closely with prospective students and their families to guide them through the admissions process. The role involves outreach, relationship-building, application review, and event coordination to attract and enroll students who align with Putney's mission and values.

About The Putney School: Putney is a progressive boarding school for 225 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:

- Serve as the first point of contact for admissions phone inquiries and emails.
- Coordinate campus visits and tours, including visitor logistics, class visits, and applicant assessments and testing.
- Manage the admissions database and portals (SSAT, Gateway, etc.), including managing user and reviewer accounts, uploading documents, processing fee waivers, updating applicant data, exporting reports, troubleshooting portal issues, assisting families with application processes, scheduling mass emails, etc.
- Ensure accurate recordkeeping and data management in coordination with the Registrar and Academic Deans.
- Process, organize, and upload incoming application materials and support the process of obtaining Forms I-20 for incoming international F-1 students.
- Oversee all outgoing mailings, assist in the development and maintenance of admissions-related materials, and maintain office inventory and supplies.
- Assist the Director of Admissions and Admissions Counselors with travel and outreach efforts and organizing application review processes.
- Assist with the planning and implementation of all admissions events for prospective students and families, including Open House and Accepted Student Day.
- Assist in ongoing development and maintenance for processes of inquiry, application, and enrollment procedures; other duties as assigned.

Benefits:

- Competitive compensation depending on experience.
- Comprehensive benefits package including health, life and disability insurance, paid vacation, and 403(b) retirement plan contributions.
- Annual professional development opportunities.



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Qualifications:

- High proficiency with computer applications, including CRM databases, word processing, spreadsheets, and virtual meeting platforms.
- Highly organized with strong attention to detail and ability to manage multiple tasks.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to build rapport with diverse audiences, including students, parents, and educational consultants.
- Willingness to travel and work occasional evenings and weekends as needed.
- Previous experience in admissions, education, or a related field preferred.
- Enthusiasm for progressive education and the mission of The Putney School.
- Possess a valid driver's license, successfully pass a criminal and sexual offender background check, and be authorized to work in the United States.

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