



Admission Counselor

The School

The Putney School seeks a full time Admission Counselor to begin in the summer of 2018. Putney is a progressive, coeducational, college preparatory, boarding secondary school of 230 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. For more information on Putney, please visit our website at www.putneyschool.org.

Summary Description of Position

Admission counselors are responsible for managing relationships with students, families, and sending schools throughout the phases of a student's and family's experience of Putney during the admission process. Specific duties include and are not limited to travel and outreach to meet students, families and school counselors at schools and at school fairs; engaging and interviewing students and families when they visit Putney; sustaining contact as they progress from their inquiry to their application; supporting them through the completion of their applications; and thoughtfully connecting accepted students with Putney students and faculty so their enrollment decision can be informed and feel supported.

The Admission Counselor reports to the Director of Admission & Financial Aid. S/he is expected to be inquisitive, interested in educational design, engaged by Putney's mission and creative ethos, an excellent communicator, technologically skilled, energetic, humorous, and a selfstarter. 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.

Interested candidates should electronically submit a letter of interest, a resume and a list of 3 – 5 references to the Admission Counselor Search at AdmissionSearch@putneyschool.org.