



POSITION POSTING

ASSOCIATE DIRECTOR OF ADMISSION

2022-23 School Year

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town.

The Academy has approximately 400 students and 250 employees. Our faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

Position Summary

This full-time faculty position reports to the Director of Admission and assists with all aspects of the Academy's admissions and recruitment process. Campus housing may or may not be available.

Position Responsibilities

- Conduct interviews, representing The Governor's Academy in a positive and honest manner
- Attend secondary school fairs, visit consultants, schools, alumni and parents, promoting The Governor's Academy and exchanging information with interested parties
- Experience in the planning and execution of Open House and Revisit Days, Financial Aid and International Recruiting are desired
- Serve on the Admissions Committee, making recommendations on the candidacy of applicants
- Perform other faculty duties as assigned by the Head of School and/or Dean of Faculty
- 1 season of coaching, varsity level coaching preferred
- Dorm duty or equivalent
- Student advisor

Qualifications

Bachelor's degree; 3-5 years experience in an Admissions Office; knowledge of independent and/or boarding school life preferred; must be a self starter and work independently; exceptional organizational skills with high attention to detail; ability to make decisions; excellent verbal and written communication skills; able to interact professionally and work collaboratively in a group setting; some travel required; must enjoy working with young people in a boarding school environment. Must be able to work collegially; must show a demonstrated interest in social justice, equity, diversity and inclusion work and have experience creating equitable, inclusive, and anti-racist spaces and participate in professional development related to equity, justice, diversity and inclusion. Must have a valid driver's license, current passport, and successfully complete a CORI/fingerprinting check.

To Apply

To apply for the Associate Director of Admission position, please click [here](#).

Statement of School Values: As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, genetic information, age, disability, status as a veteran or being a member of the Reserves or National Guard, or any other category protected under state or federal law.