



The  
Frederick  
Gunn  
School

## **ASSOCIATE DIRECTOR OF ADMISSIONS**

**[gogunn.org](http://gogunn.org) | Washington, CT**

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

### **Position Summary**

The Associate Director of Admissions is a 12 month position that will report to the Director of Enrollment and Admissions. This person will assist in the development and implementation of a strategic program to attract qualified applicants and meet enrollment goals. This role will have the following responsibilities: 1) participate in the development and execution of the entire admissions process; 2) travel on behalf of the school to further build market share and assist in the development of new geographic markets; 3) maintain responsibility for stewarding assigned families through the admissions process and overseeing efforts to yield assigned students that are accepted; 4) interview candidates, read application files and participate in the admissions committee process; and 5) contribute to school community beyond the admissions team as an advisor, coach and / or dorm parent. Requisite characteristics include strong organizational skills, enthusiasm to work with students and parents, and a willingness to travel on behalf of the school.

### **Associate Director of Admissions**

- Collaboratively work with the Director of Enrollment and Admissions, Chief of Enrollment Strategy and Marketing and school leadership to develop and execute a strategic vision for recruitment, marketing and enrolling qualified students from diverse experiences and backgrounds.
- Domestic travel to represent The Frederick Gunn School at feeder schools, educational access program, fairs and other recruitment events in the fall and spring with a specific focus on building market share at targeted feeder schools and developing newly-targeted geographic markets for the school's admissions strategy.
- Maintain responsibility for an assigned student applicant pool and provide timely updates of student pipeline metrics to the Director of Enrollment and Admissions.
- Implement personal outreach strategies to all assigned families throughout the admissions process.
- Coordinate candidate recruitment for students with specific interests.
- Participate in the planning and implementation enrollment yield efforts.



- Utilize data metrics to evaluate travel, recruitment and retention efforts, along with utilization of data to inform future strategic priorities. Define specific travel objectives for each trip.
- Serve as a member of the Admission Committee that interviews prospective candidates, reads application files and evaluates candidates for admission.
- Contribute to the Frederick Gunn School community as an advisor, coach and / or dorm parent.
- Perform other duties as assigned by the Director of Enrollment and Admissions and / or Chief of Enrollment Strategy and Marketing.

### **Key Relationships**

- Day-to-day interaction with Director of Enrollment and Admissions
- Frequent engagement with Chief of Enrollment Strategy and Marketing
- Ongoing relationships with Admissions Officers and Admissions Assistants
- Engage with faculty members in order to keep current on the campus experience

### **Qualifications**

- Successful candidates will possess the energy and determination to thrive in a fast paced and deadline-driven environment; excellent interpersonal and organizational skills; a sense of humor; the ability to work collaboratively as well as independently, and the desire to take initiative in creating new ideas to enhance our work.
- At least 5 years of progressively increasing responsibilities in a secondary and/or collegiate enrollment management position.
- Strong work ethic matched with a high degree of professionalism, including a commitment to maintaining the confidentiality of the admissions process.
- Excellent written and verbal communication skills that translate to strong presentation skills that allow for effective engagement with students and adults in both small and large professional settings.
- Relentless attention to detail and self driven organizational skills.
- Familiarity with independent and boarding schools.
- Commitment to learn about the school, its curriculum and admissions policies.
- Willingness to travel domestically.
- Customer service mindset.
- Embrace the use of data analysis in decision making.
- Bachelor's degree is required.
- Proficient in Google Suite.
- Experience with Blackbaud is preferred.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community in a thoughtful manner.
- Willingness to work nights and weekends as needed.

### **Compensation and Benefits**

An Associate Director of Admissions is a 12-month position that will report to the Director of Enrollment and Admissions. Salary is competitive and commensurate with experience.



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Competitive benefits which include, but are not limited to: Medical and Dental and life Insurance, Employer sponsored retirement plan, vacation and sick time, tuition remission, and meals in the dining hall when school is in session. Housing may be available for a candidate qualified to participate in the school's residential life and athletics programs.

**To Apply:**

- Email cover letter, resume, and three professional references to [dayd@frederickgunn.org](mailto:dayd@frederickgunn.org).
- Applications will be accepted until the search is completed.

**Start date:** July 1, 2022

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

**BACKGROUND SCREENING:** *The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*



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## **Core Values**

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.