



## PORTSMOUTH ABBEY SCHOOL

**Title:** Admission Counselor/Assistant Director of Admission  
**Department(s):** Admission  
**Reports to:** Director of Enrollment Management  
**FLSA Status:** Exempt; Full-time; Faculty

### **About Portsmouth Abbey School**

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation's leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

### **Job summary**

The admission counselor/assistant director of admission will assist in all aspects of admission responsibilities: recruitment, marketing, selection, financial aid, and enrollment. The successful candidate will be joining a highly collaborative office and will be an innovative thinker who can operate both independently and as part of a team.

### **Responsibilities:**

- Represent Portsmouth Abbey School mission in a positive and professional manner
- Develop recruitment strategies to attract applicants to the school
- Ability to manage multiple projects and communicate progress appropriately
- Proficient with utilization of technology and databases
- Faculty appointments normally include coaching athletics, dormitory responsibilities and student advisor to 5-7 students
- Performs all other duties, as requested

### **Education, Skills and Abilities required:**

- Bachelor's degree in related field
- One to three years-experience working in an educational environment; experience working in a boarding school preferred
- Excellent organizational, time management and communication skills
- Excellent interpersonal skills to relate and interact with adolescents, their parents, placement professionals, and the faculty and staff of Portsmouth Abbey School



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- Must be willing to travel frequently at times and work nights/weekends throughout the recruitment cycle and have a valid driver's license
- Must participate in school life (school events, advising, athletics, and residential life)
- Leadership qualities evident

### **Supervisory Impact:**

This role is not a supervisory position.

### **Other Skills and Abilities:**

The admission counselor/assistant director of admission must possess excellent client service skills.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies and other events.

### **Other Qualifications:**

All prospective employees must be able to clear a background check.

### **Details of Faculty position:**

Salary: Commensurate with experience and education  
Full-time



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Benefits:

|                              |  |
|------------------------------|--|
| Pension (403b):              | PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience) |
| Health insurance:            | United Healthcare; Waive, \$3,100 stipend  |
| Dental insurance:            | Delta Dental   |
| Life insurance:              | equal to one year's salary   |
| Short-term disability (TDI): | paid by employee and administered by State of RI   |
| Long-term disability:        | 90-day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)                              |
| AD&D:                        | per policy   |
| Employee Assistance Program: | attached   |
| Tuition remission:           | 100% tuition remission   |

Please send letter of interest and resume to: [admissions@portsmouthabbey.org](mailto:admissions@portsmouthabbey.org)

No phone calls please.

Position open until filled.