The Frederick Gunn School

ASSISTANT DIRECTOR OF ADMISSIONS

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.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

Position Summary

The Assistant Director of Admissions is a 10-month position that will report to the Chief Enrollment Officer. 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 and coach. Requisite characteristics include strong organizational skills, enthusiasm to work with

students and parents, and a willingness to travel on behalf of the school. Housing is not guaranteed at the start, but open for consideration. If housing is provided, serving as a dorm parent with residential life responsibilities will be required.

Primary Responsibilities

- Domestic travel to represent The Frederick Gunn School at feeder schools, educational access programs, 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 Chief Enrollment Officer.
- 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.
- 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 and head/assistant coach ***(with a special interest in candidates with baseball coaching experience, though not required)***.
- Depending on the availability of housing, residential life requirements may be required.
- Perform other duties as assigned by the Chief Enrollment Officer.
- Day-to-day interaction with Chief Enrollment Officer
- Maintaining ongoing relationships with Admissions Officers and Admissions Assistants
- Engaging with faculty members in order to keep current on the campus experience

Preferred Knowledge and Skills

- Bachelor's degree is required.
- 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.
- Experience in a secondary and/or collegiate enrollment management position preferred, not required.
- 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.
- Proficient in Google Suite.
- 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.

Job Details

Opening to be filled as soon as possible. Offer of employment will be contingent upon a successful background check.

Compensation

The Frederick Gunn School offers an attractive compensation package that includes a salary commensurate with experience, medical and dental insurance, and retirement plan contributions.

To Apply

This position is a 10-month, full-time, exempt opening, paid on a salary basis. Compensation is competitive, and the employment package includes excellent benefits, including outstanding health and dental coverage and a retirement plan. To apply, please complete our online application and upload a cover letter, resume, and three professional references (references will not be contacted without notifying you). Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

Please submit the following materials:

● Resume

● Cover letter

● Two to four letters of recommendation

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, victims of domestic violence 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.