

THE MOUNTAIN SCHOOL OF MILTON ACADEMY
151 Mountain School Rd.
Vershire, VT 05079

Admissions Associate – Parental Leave Coverage

The Mountain School of Milton Academy seeks an Admissions Associate. This is a part-time position for the fall semester (August-December 2024) for parental leave coverage. Hours and work location for this role are flexible: the job can be done remotely, hybrid, or in-person.

The Mountain School is a semester-long, residential academic program for high school juniors set on four hundred acres in central Vermont. Each fall and spring semester, students from across the country join our campus to take academic classes, participate in our farm and outdoor programs, and build a diverse and interdependent community of scholars. We are a predominantly white independent school that has been diversifying its faculty and student body over recent years.

Summary of the Position:

The Mountain School is seeking an **Admissions Associate**, a part time hourly position expected to work approximately 20 hours per week starting August 1. The position is expected to run through the end of December, with the possibility of other opportunities coming available related to communications and marketing after the leave coverage is complete.

This position works with prospective applicants and families through the application process, school contacts to arrange travel, and the social media coordinator to create relevant content that promotes the Mountain School to a student and parent audience. The ideal candidate will be a highly organized self-starter, a strong and timely communicator, and able to manage multiple deadlines at once. This role can be done from Vershire, Vermont; remotely; or in a hybrid arrangement.

Responsibilities of the Position:

- Primary responder to admissions inquiries – within 24 hours of receipt
- Assist with social media for Mountain School marketing
- Process applications and collect enrollment information
- Read and score applications; assist with admissions decisions
- Manage logistics for admissions travel
- Present about the Mountain School via Zoom

Minimum Qualifications

- Bachelor's degree
- Proficiency in Google Workspace
- Ability to pass a criminal background check

Preferred Qualifications

- Experience in admissions and/or marketing fields, preferably in an educational or non-profit setting
- Strong public speaking skills
- Demonstrated enthusiasm for working in outdoor programming
- Ability to travel independently around the country (in planes, trains, rental cars, etc.)

The Mountain School is an equal opportunity employer that strives to honor the differences of each member of our community. We seek to build a community that is ethnically, socio-economically, and geographically diverse and that brings a diversity of experience, background, talent, and perspective. People of color, LGBTQ+, and people with other historically marginalized identities are encouraged to apply.

Compensation will be between \$25-\$35/hour depending on experience. Start date is expected to be August 1, 2024. Applications are requested by June 1, and the role will be kept open until filled.

To apply, please submit a concise letter of interest, a resume, and three references to the Director, Alex Myers, alex.myers@mountainschool.org