



Position Opening: Admissions Associate

Midland School, a distinctive coeducational boarding school for grades 9-12, has an opening for a full-time Admissions Associate with medical and retirement benefits. We are looking for the right person to join our Admissions team! Ideally, the candidate would have some prior exposure to high school admissions, but most importantly be enthusiastic about sharing Midland's program with new students and families.

Midland School, located on a 2,860-acre ranch at the edge of the Los Padres National Forest in Santa Barbara County, California, has been a leader of place-based and experiential college preparatory education since 1932. We strive to have everything that we do — from the courses we choose to teach, to how we maintain our campus, to the way we feed ourselves — originate from an intentional curriculum that focuses not only on college preparatory classes, but also on leadership, community, and stewardship. If you would like to be a part of a team dedicated to teaching the value of a lifetime of learning, self-reliance, simplicity and a responsibility to community and environment, then join us and make a difference. See www.midland-school.org for more information about our school. Midland School is an equal opportunity employer and actively seeks diversity amongst our employees.

Primary Duties and Responsibilities

Assist the Director of Admission in growing Midland enrollment
Represent Midland through domestic travel to open houses, school fairs, and school visits during primary recruitment season
Assist families with all aspects of the admissions and enrollment process; help organize and maintain application files
Assist the Director of Admissions with review of applications and make recommendations for admission
Give campus tours to prospective families and interview prospective students in person and virtually
Monitor and manage online inquiries, mailing of marketing materials and admissions communications
Communicate with a diverse population of families, students, and staff
Represent Admissions at school-wide events – New Student Arrival day, Thanksgiving, Parents Weekend, etc.

Minimum Qualifications

Bachelor's Degree or higher
Some exposure to the high school admissions process, academic marketing or recruitment of students
Enthusiasm for working with teenagers
Strong computer literacy, specifically proficient in Excel and Google Suite
Ability to create compelling PowerPoint presentations
Highly organized with attention to detail
Outstanding verbal & written communication skills
Approachable demeanor
Ability to work effectively with minimal supervision
Successful passing of criminal and driving background checks
Health clearance for TB screening

Desired Qualifications or Experience

Interviewing experience
Strong public speaking and presentation skills
Boarding or residential educational experience
Rustic living, experiential & outdoor education
Willingness and ability to learn additional database/applications as needed

How to Apply

This position is open until filled with an expected start date in September 2021. Applicants should first carefully review the qualifications and the Midland School website. After that, **please submit the following four items**: 1) Cover letter that addresses the alignment of your experience and interests with the qualifications outlined above and Midland School mission, 2) Resume, 3) Midland Employment Application (available <https://midland-school.org/resources/>), and 4) a list of 3-5 references. Submit applications via e-mail in the pdf file format as a single document, titled lastname_firstname_Mid_Adm_Assoc_2021-22 to Jill Brady, Assistant to the Head of School at jbrady@midland-school.org.