



MIDLAND SCHOOL

Live Your Education

Position Opening: Admissions Associate

Midland School, a distinctive coeducational college preparatory boarding school for grades 9-12, has an opening for a full-time Admissions Associate. Founded in 1932 and located in beautiful Los Olivos, California, Midland is a school where students spend time developing their work ethic, directly experiencing consequences of resource production and consumption, honing social interaction skills face to face, and learning by doing. If you would like to be part of a team dedicated to teaching the value of a lifetime of learning, self-reliance, simplicity and a responsibility to community, then join us and make a difference.

Primary Duties

- Assist in admissions, marketing, and enrollment
- Communicate with a diverse population of families, students, and staff
- Extensive domestic travel during priority recruitment season
- High energy and the interest and ability to make travel arrangements and travel on one's own
- Active and positive participation in school activities
- Additional duties as needed to effectively operate the school

Minimum Qualifications

- B.A. or higher
- Some exposure (either through internships or work experience) to the high school admissions process, academic marketing or recruitment of students.
- Enthusiasm for working with teenagers
- Strong computer literacy, specifically proficient in Excel
- Ability to create compelling PowerPoint presentations
- Highly organized
- Outstanding verbal & written communication skills
- Sense of humor
- Approachable demeanor
- Ability to work effectively with minimal supervision
- Pass criminal and driving background check
- 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

Benefits

- Health insurance
- Retirement benefits
- Lunch each day on campus
- Professional development opportunities

How to Apply

Applicants should first carefully review the minimum qualifications and the Midland School website. Thereafter, please submit the following four items:

- 1) One-page cover letter that addresses the alignment of your experience and interests with the position and Midland School mission
- 2) One-page resume
- 3) Midland Employment Application (see resources on the Midland website)
- 4) List of 3-5 references.

Please submit applications via e-mail in the pdf file format only in one document to Jill Brady, Assistant to the Head of School at jbrady@midland-school.org. Initial correspondence via e-mail is strongly preferred.