



St. Andrew's-Sewanee School seeks  
**Admission Counselor**  
to begin July 2023

## **YOU BELONG HERE.**

St. Andrew's-Sewanee School ([www.sasweb.org](http://www.sasweb.org)) seeks an Admission Counselor to support all areas of the enrollment management process at St. Andrew's-Sewanee School. Candidates must possess a commitment to Middle and Upper School education in a boarding/day school with a diverse and welcoming Episcopal environment. This is a 12-month, full time, exempt position, and reports to the Director of Admission and Financial Aid.

A successful candidate must be an energetic self-starter possessing excellent time-management and organizational skills who is willing to work collaboratively and independently. The Admission Counselor will establish and maintain collegial relationships among all school constituents and enjoy working with other adults to encourage challenge, balance, and joy in the lives of adolescents.

**Successful candidates for employment will have a demonstrated commitment to diversity, inclusion, and multicultural competence.**

## **ABOUT ST. ANDREW'S-SEWANEE SCHOOL**

Named one of the eight most beautiful high schools in the South by [Southern Living](#) magazine, St. Andrew's-Sewanee School ([www.sasweb.org](http://www.sasweb.org)) is a private, co-educational, Episcopal, day and boarding college-preparatory school serving 240 students in grades 6-12. Established in 1868, the school welcomes students from across the country and around the world. Our faculty and staff appreciate abundant outdoor adventure, access to the cultural opportunities of the nearby University of the South, and the joy of cultivating close relationships in a small community. At SAS, we challenge our students to fulfill their greatest potential while helping them to cultivate lives of balance and joy.

## **DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Respond to and manage admission candidates from inquiry to enrollment
- Schedule and create personalized campus visits
- Assist in planning and running admission events
- Conduct applicant interviews and tours of campus
- Assist in recruiting efforts off campus
- Assist with general administrative duties as assigned
- Additional responsibilities may include serving as an advisor, leading weekend activities, helping with weekend and evening campus supervision, and leading class trips, retreats, and special events throughout the year.
- Perform other duties as assigned by the head of school.

## **QUALIFICATIONS, SKILLS, AND EXPERIENCE:**

- Bachelor's degree a related field
- Possess outstanding customer service skills.
- Demonstrate understanding of the admissions process or have the willingness to learn new techniques related to the independent school admission profession.
- Excellent interpersonal skills
- Exceptional written and verbal communication skills
- Detail oriented
- Problem solver
- Able to work collaboratively
- Passionate about working with and inspiring high school and middle school learners
- Commitment to St. Andrew's-Sewanee's mission and vision and comfort with the tenets of the Episcopal Church
- Ability to communicate and work effectively with members of the SAS community

Applicants with residential boarding school experience and/or independent school experience will be given special consideration.

## **COMPENSATION**

This is a full time, year-round position. Salary is dependent on education and experience. Benefits include a tuition remission plan, health and dental insurance, worker's compensation, short-term and long-term disability, group life insurance, retirement plan, and eligibility for grants for professional enrichment and continuing education.

## **TO APPLY**

Applications should be directed to the Admissions Counselor search committee. In addition to the required [Employment Application](#), please include a letter of introduction and a résumé. We will begin reviewing applications immediately and will close the application process when the position is filled.

St. Andrew's-Sewanee School is an Equal Opportunity Employer.

Direct applications and inquiries to:  
Admissions Counselor Search  
[employment@sasweb.org](mailto:employment@sasweb.org)  
St. Andrew's-Sewanee School  
290 Quintard Rd.  
Sewanee, TN 37375