

**POSITION DESCRIPTION: ASSISTANT DIRECTOR OF ADMISSIONS****About the Position**

This full-time position represents an extraordinary chance to help shape a school that is changing the world. In this position you will work primarily with the Director of Admissions and Financial Aid on student recruitment, admissions and enrollment, financial aid, and promoting the program.

**About The School for Ethics and Global Leadership**

Located in Washington, DC, The School for Ethics and Global Leadership (SEGL) is a semester-long residential program for a diverse group of 24 intellectually motivated high school juniors from across the United States. The program selects students who have shown outstanding character, promise for leadership, and scholastic ability and provides them with a unique curriculum that emphasizes ethical thinking, leadership development, and international affairs. In the Spring of 2020, SEGL opened a second site on the campus of the African Leadership Academy in Johannesburg, South Africa for 24 students. More information is available at [www.schoolforethics.org](http://www.schoolforethics.org).

**Mission Statement**

To provide intellectually motivated high school juniors who represent the diversity of the United States with the best possible opportunity to shape themselves into ethical leaders who create positive change in our world.

**Responsibilities**

- Traveling regularly from October - January to visit our sending schools, recruit students, and promote our programs
- Presenting to students and families about SEGL (in-person and virtual)
- Coordinating and managing admissions events (in-person and virtual)
- Serving as a main point of contact for sending schools, prospective/incoming students and families and enrolled SEGL families
- Assisting with admissions decisions for all SEGL programs
- Assisting with financial aid decisions
- Researching new schools and programs for admissions outreach
- Working as the main point person on SEGL's hard-copy and digital/social media marketing materials
- Helping to manage and maintain SEGL's CRM database (Blackbaud)
- Contributing to admissions and enrollment strategic planning

**Additional responsibilities may include**

- 2-3 student advisees each semester
- Regular evening and weekend dormitory supervision
- Additional administrative/residential responsibilities as determined during the hiring process

**Qualifications**

- Bachelor's degree required

- Excellent writing skills; writing sample required
- Comfortable and engaging public speaker
- Excellent organizational skills
- CRM database experience (preferred)
- Fully dedicated to accomplishing SEGL's mission
- Able to work in a fast-paced, start up environment
- An independent, outside-the-box thinker
- Flexible and collaborative in a variety of circumstances
- Willing to accomplish both advanced and menial tasks with a positive attitude
- Excited to work as part of a passionate, collegial, mission-driven team that celebrates diversity

### Compensation

Commensurate with experience. Full health benefits included.

### TO APPLY

Email a résumé, three references (letters of recommendation not required) with full contact information and their relationship to you, and a letter (see below for guidelines) to both:

**Elizabeth (Lizzy) Kildahl**, Dean of Faculty:

elizabeth.kildahl@schoolforethics.org

**Alexa Adams**, Director of Admissions & Financial

Aid: alexa.adams@schoolforethics.org

Please answer the following questions in your letter, which should be no longer than two single-spaced pages:

1. Given the position description, what specific strengths would you bring to the SEGL team?
2. What do you hope to gain from this experience? How will it help you fulfill future goals?
3. Given your understanding of SEGL, what new ideas and initiatives would help SEGL succeed?

SEGL will begin reviewing applications immediately. Position will begin in January 2022. Please direct any questions about the hiring process to [elizabeth.kildahl@schoolforethics.org](mailto:elizabeth.kildahl@schoolforethics.org)

*The School for Ethics and Global Leadership admits students of any race, color, national origin, ethnic origin, religion, creed, gender identity, gender expression, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, gender identity, gender expression, or sexual orientation in administration or its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.*

