



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

POSITION DESCRIPTION: ADMISSIONS FELLOW & RESIDENTIAL ADVISOR

About the Position

This full-time position represents an extraordinary chance to help shape a school that is changing the world. With mentorship from experienced SEGL faculty and the Founder and Head of School, this position offers an opportunity for an early career teacher to work with outstanding students both inside and outside the classroom, and to take on meaningful and instructive administrative roles. 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 and with the Residential Dean on residential life programming at our Washington, DC campus.

About The School for Ethics and Global Leadership

The School for Ethics and Global Leadership (SEGL) is a semester-long residential program for a diverse group of intellectually motivated high school juniors from across the United States. SEGL has campuses in Johannesburg, South Africa; London, United Kingdom; and Washington, DC. Each campus serves approximately 24 students each term. 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. More information is available at 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
- Promoting programs remotely via zoom and other digital platforms
- Serving as a main point of contact for sending schools, prospective students and parents, incoming students and parents, and current SEGL families
- Making admissions decisions for all SEGL programs
- Assisting with financial aid decisions
- Researching new schools and geographic regions for admission outreach
- Working as the main point person on SEGL's marketing materials, including our social media presence
- Working with the Residential Team on student life programming
- Living in an on-campus apartment



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Additional Responsibilities

- 2-3 student advisees each semester
- Regular evening and weekend dormitory supervision
- Additional administrative/residential responsibilities as determined during the hiring process (for example: Assistant to the Head of School)

Qualifications

- Bachelor's degree required.
- Excellent writing skills; writing sample required.
- Comfortable and skilled public speaker
- 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. Also included:

- Medical insurance (including PPO & HMO options) and dental insurance
- 403(b) retirement plan with School matching contribution
- Professional development support and benefits
- Generous sick, personal, and paid family leave programs
- Rent-free apartment in our centrally-located student dormitory
- All meals

TO APPLY

Email a résumé and cover letter (see below for guidelines) to Caila Driscoll (Dean of Faculty) at caila.driscoll@schoolforethics.org.

Your cover letter, which should be no longer than two single-spaced pages, should answer the following questions:

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?

SEGL will begin reviewing applications immediately. Position will begin in August 2024. Please direct any questions to Caila Driscoll (caila.driscoll@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.