



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

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## **Admissions Fellow & Residential Advisor (Washington, DC)**

### **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 administrative roles. This position will work with the Director of Admissions and Financial Aid on student recruitment, admissions and enrollment, financial aid, and promotion of the program, and work 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](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.

### **Primary Responsibilities**

- Travel regularly from October – January to visit our sending schools, recruit students, and promote our programs
- Promote programs remotely via zoom and other digital platforms
- Serve as a main point of contact for sending schools, prospective students and parents, incoming students and parents, and current SEGL families
- Make admissions decisions for all SEGL programs
- Assist with financial aid decisions
- Research new schools and geographic regions for admissions outreach
- Oversee SEGL's marketing, including our social media presence
- Work with the Residential Team on student life programming
- Live in an on-campus apartment

### **Additional Responsibilities**

- Advise 2-3 students each semester

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- 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
- Dedicated to 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 basic tasks with a positive attitude
- Excited to work as part of a passionate, collegial, mission-driven team that celebrates diversity

### Compensation

This position is compensated as a 10-month fellowship contract that includes a monthly stipend of \$1,850 in addition to room and board (approx. \$25,000 value). After completing the fellowship year, many fellows are invited back as full-time faculty members. The School also offers a generous benefits package including:

- 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

### To Apply

Email a résumé and cover letter to Caila Driscoll (Dean of Faculty & COO) and Tyrel London (Director of Admissions and Financial Aid) at [caila.driscoll@schoolforethics.org](mailto:caila.driscoll@schoolforethics.org), and [tyrel.london@schoolforethics.org](mailto:tyrel.london@schoolforethics.org). Your cover letter 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. The position will begin in August 2026. Please direct any questions to Caila Driscoll ([caila.driscoll@schoolforethics.org](mailto: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.*

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