



**Director of Admission
Leadership Opportunity
July 2012**

St. George's School



Carney, Sandoe  Associates

800-225-7986 ▼ www.carneysandoe.com

Middletown, RI
358 students
Grades 9-12

www.stgeorges.edu

THE POSITION

St. George's School near Newport, Rhode Island, seeks a Director of Admission to begin in July, 2012. Situated on a 125-acre hilltop campus, St. George's is an Episcopal, coed school with 45 day students and 292 boarding students from 24 states and 18 countries. St. George's is fully enrolled with a generous financial aid program that ensures diversity. Last year, \$3.2 million of need-based aid was awarded to 30 percent of the student body. Admission is extremely competitive, with 700 applications for 100 available spaces. The Director of Admission reports directly to the Head of School and manages a staff of five admission associates, including an Associate Director responsible for Financial Aid, and two support personnel. This is an excellent opportunity in an inspiring working environment, with accomplished colleagues and enthusiastic students, set in a beautiful location overlooking the Atlantic Ocean. A welcoming community in which learning is taken seriously and laughter is found in abundance, St. George's offers an intensity and energy rarely found on a high school level.

With a faculty committed to working with students in all areas of school life, St. George's continues to fulfill its mission by enrolling a diverse, academically talented, and well-rounded student body. St. George's values collegiality among its faculty, administrators and staff, and strives to support its students through a residential program that builds a strong sense of community. Therefore, the school seeks a candidate who will be an energetic, strategic thinker and who believes in the unique educational value of a small, residential school. The qualified candidate also will be a person who creates a vision within the Admission Office to ensure that the school continues to identify and to attract students of the highest academic caliber who also contribute meaningfully to the greater life of the school through athletics, the arts, and service. The successful candidate will promote economic, geographic, racial, and ethnic diversity in the student body through a commitment to traveling and recruiting broadly.

Mission Statement

In 1896, the Rev. John Byron Diman, founder of St. George's School, wrote in his "Purposes of the School" that:

"the specific objectives of St. George's are to give its students the opportunity of developing to the fullest extent possible the particular gifts that are theirs and to encourage in them the desire to do so. Their immediate job after leaving school is to handle successfully the demands of college; later it is hoped that their lives will be ones of constructive service to the world and to God."

As we begin the 21st century, we continue to teach young women and men the value of learning and achievement, service to others, and respect for the individual. We believe that these goals can best be accomplished by exposing students to a wide range of ideas and choices in the context of a rigorous curriculum and a supportive residential community. Therefore, we welcome students and teachers of various talents and backgrounds, and we encourage their dedication to a multiplicity of pursuits—intellectual, spiritual, and physical—that will enable them to succeed in and contribute to a complex, changing world.



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Eric Peterson has served as Head of School since 2004. Before he took the helm at St. George's, his own journey had taken him to administrative and teaching positions at a variety of day and boarding schools across the country. A published writer, Mr. Peterson also ran a business and practiced law for some years. Along with his duties as Head of School, Eric teaches the Voyages of Discovery Seminar, a thematic course in the English department to prepare students embarking on the *Geronimo* sailing adventure aboard St. George's 69-foot cutter-rigged sloop. Eric lives on campus in Merrick House with his wife Krista and their three sons, Sam, Jake and Will.



THE SCHOOL

Founded in 1896, St. George's Episcopal heritage shapes the values of St. George's School. For more than a century, this selective school's rigorous curriculum and wide-ranging extra-curricular opportunities have inspired students to lead lives of meaning and service to the world. St. George's offers the breadth of opportunities found at larger schools – but with the advantages of a small and intimate community. Uncommon and meaningful experiences throughout campus and around the world, by land and sea, offers students many ways to grow and expand their worldviews.

St. George's School Numbers

Grades: 9-12
Enrollment: 358
Students of color: 22%
Faculty: 80
Faculty of color: 14%
Faculty w/ Advanced Degree: 82%
Number with doctorates: 12
Student-teacher ratio: 10:1

Operating budget: \$20.6M
Value of Endowment: \$110M
Annual giving, last year: \$2.25M
Capital giving, last year: \$10M
Indebtedness: \$18.5M
Parent participation in giving: 85%
Alumni participation in giving: 40%

2011-12 boarding tuition: \$47,500
2011-12 day tuition: \$32,600
Financial Aid: \$3.2 M
Students Receiving Aid: 30%

St. George's School is accredited by the New England Association of Schools and Colleges (NEASC) and is affiliated with the Board of Education of the State of Rhode Island. St. George's is also a founding member of the Association of College Counselors in Independent Schools (ACCIS). See the comprehensive [St. George's School website](#) for information about numerous programs, activities and events, including academic, cocurricular and travel programs.

CAMPUS AND SETTING

On 125 seaside acres, the classic brick buildings of St. George's campus house an exceptional collection of multimedia classrooms and labs, visual arts and performance studios and the latest in athletic facilities. One of the most impressive buildings is the newly renovated Nathaniel P. Hill Library, which is now LEED-



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certified, fully renovated and expanded by some 4,500 square feet on three floors. The Library also houses the Merck/Horton Center for Teaching and Learning, a hub for innovative teaching and peer tutoring, as well as a popular spot for both quiet and group study. Other buildings include Memorial Schoolhouse, the Hamblet Campus Center, The Drury/Grosvenor Center for the Arts (classrooms, dance studio, gallery and theater), the DuPont Science Center and the Sturtevant Observatory. With its soaring arches, St. George's classic Gothic chapel is one of the most notable school chapels in the nation and a perfect setting where the school community gathers twice weekly.

Athletic facilities include the Hoyt Swimming Pool, fitness center and weight room, dual indoor hockey rinks, 12 outdoor tennis courts, eight squash courts, four basketball courts, an outdoor track, and several playing fields. The stretch of beach and Atlantic Ocean that borders the St. George's campus is more than a beautiful view, serving as an outdoor lab for science students as well a welcome beach for student and faculty surfers.



St. George's School is 70 miles south of Boston and 35 miles southeast of Providence. Proximity to Newport and the ocean affords the opportunity for unique historical, architectural, environmental and marine courses as well as varied cultural and civic activities.

THE ACADEMIC PROGRAM

St. George's School provides a rigorous college-preparatory curriculum, high standards, and dynamic classroom discussion. In classes that average 11 students, students are challenged not simply to amass facts, but to deepen their understanding of the world and themselves. The curriculum includes over 120 courses, including honors, Advanced Placement (AP) and independent study options, along with innovative interdisciplinary seminars and hands-on experiences. In addition to a thorough and often innovative and interdisciplinary study of the fundamentals – English, mathematics, science, history, languages – student also have the advantage of taking compelling and sometimes unusual electives, such as an introduction of veterinary medicine, DNA science, marine biology, fiction writing, video art, and a global seminar. The global seminar studies a different country each year, and the course includes a trip and field study in that country over the spring



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vacation. Round tables are prevalent and coincide with the belief in the virtue of small classes and in the benefits of active dialog and debate. Learning at St. George's School has to do with knowing the teacher and the subject matter, and the School celebrates the growth that takes part at the heart of its challenging and democratic process. See the [Academic Life home page](#) as a jumping-off point for investigating detailed course descriptions.

THE ST. GEORGE'S SCHOOL COMMUNITY

The St. George's faculty foster a spirit of inquiry in the community and serve not only as teachers, but also as coaches, advisors, mentors, and friends. They are intensely devoted to the success of their students. As one teacher noted "Every day, students are influenced by the adults here – in the classroom, in the dorm, on the fields. There's a connection with every student." Not only are the faculty superb teachers, they are mentors who continue to care about their students outside of the classroom and for years to come. The St. George's faculty average over 15 years of teaching experience with 82 percent holding advanced degrees, including twelve earned doctorates. Ongoing professional development is a high priority and teachers increase their expertise all year long through workshops, training programs and graduate school courses.



A highly diverse student population includes different social, economic, national, and ethnic backgrounds. Students come from 24 states and 18 countries, and 22% of the student body are students of color. Twelve percent of students come from countries other than the United States and day students make up thirteen percent of the enrollment. Admission is extremely competitive and more than 700 students apply for admission for approximately 100 places each year. Last year, 46% accepted the offer of admission. The attrition rate is very low, at just three percent. Thirty percent of students receive financial assistance from an aid budget of \$3.2 million, and all financial aid is awarded on the basis of demonstrated need. The average financial assistance award is approximately \$34,000.

Geographic Distribution of Students

New England	198
Mid-Atlantic	79
South	11
Mid-West	7
West	9
International	48

In September, 2011, St. George's launched a new program, a concerted effort by the school to develop and fund significant new financial aid targeted at the children of those engaged in military service and those working as emergency first responders. Tentatively named the "St. George's Scholars" program in honor of the School's namesake, who was both a soldier and a public servant, the School intends to begin enrolling these students as early as the fall of 2012.

"Our goal is to make St. George's a place of transformation, where the everyday world is momentarily at bay and where students are challenged to reach new levels of intellectual, physical, creative and spiritual expression."

Eric F. Peterson, Head of School

THE DIRECTOR OF ADMISSION

The Director of Admission is a senior administrator reporting directly to the Head of School and sitting on the Administrative Committee, the Head's Group.

The Director of Admission manages the admission process, which includes the recruitment, evaluation, selection and enrollment of approximately 100 new students annually. The Director is responsible for creating a vision within the Admission Office to ensure that the School continues to attract students of the highest academic caliber who also contribute meaningfully to the greater life of the School

through athletics, the arts, and service. The Director manages a staff of seven, oversees an operations budget of \$175,000, and a financial aid budget of \$3,400,000. As a member of the senior administrative team, the Director contributes to institutional planning, policy development, and marketing strategies. The Director also serves as the School's spokesperson, representing St. George's domestically and abroad to a variety of constituencies, including students, parents, alumni, faculty and administration.

It is vital for the Director to embrace the St. George's community and culture to be able to market the School effectively; to be able to liaise with faculty; to be involved with and interested in students once enrolled and to be concerned about their retention; to pursue the recruitment of qualified students from every quarter, nationally and internationally; and to play a part in the



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daily life of the School. This is a 12-month position that includes one month's vacation, school housing, participation in the school's TIAA-CREF program, full benefits, and a competitive salary.

RESPONSIBILITIES OF THE DIRECTOR OF ADMISSION:

- As a member of the administrative committee (Head's Group) participates in institutional planning and development;
- Based on enrollment goals established by the Board of Trustee, sets annual admission goals in accordance with the School's mission to promote economic, geographic, racial, and ethnic diversity in the student body;
- Develops and implements strategic marketing ideas;
- Supervises a staff of five admission associates, including an Associate Director responsible for Financial Aid, and two support personnel;
- Directs annual recruitment plan by assigning travel responsibilities;
- Oversees all on-campus visitation programs, including interviews, Open Houses, and Second Visit programs for accepted students;
- Oversees a financial aid budget of nearly three and a half million dollars;
- Chairs the application review process and assigns the reading of candidate folders;
- Works closely with the Publications Office in the production of the School catalog, the School Web site, and other marketing material for the Admission Office;
- Works closely with faculty, administrators, and coaches in the admission process;
- Represents the Admission Office and the School at public events, on and off campus;
- Works closely with the Dean of Students and the Academic Dean on issues relating to student life;
- Provides training and professional development opportunities for staff;
- Assists Head of School with all other duties as assigned.



QUALIFICATIONS

- At least five years of experience with admission and financial aid, or related work;
- Exceptional written and verbal communication skills;
- Experience with publications and marketing;
- Commitment to boarding schools.

CHARACTERISTICS

Applicants for Director of Admission will:

- Foster a sense of team spirit throughout the entire department;
- Build bridges with and solicit input from the faculty through effective communication;
- Share a contemporary and evolving vision for St. George's and be able to present and realize this vision forcefully and persuasively;
- Show flexibility and be diplomatic in making changes;
- Have a global perspective;
- Show enthusiasm and capability in searching for new sources of students;
- Be concerned about the retention of students and want to develop the School's capacities in this area;
- Be independent and unbiased;
- Develop awareness of and sensitivity to the various constituencies that make up the St. George's extended family.

HOW TO APPLY

Interested candidates submit these materials confidentially as separate PDF attachments:

- *cover letter expressing interest in the St. George's School position*
- *current résumé*
- *statement of educational philosophy and practice*
- *list of 5 references with name, phone number, and email address of each (references will be contacted only with the candidate's permission)*

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