



Director of Admission

July 2019

THE POSITION

Bridgton Academy seeks an experienced professional to serve as Director of Admissions for its one-year boarding program for young men in the foothills of western Maine. Founded in 1808, the Academy is one of the oldest schools in the state, and its unique mission have served generations of students. This post-graduate program cultivates academic engagement, maturity, and character, and inspires students to become better men. Bridgton believes in the power young men have to change their lives, and its faculty, staff, and coaches forge the values of curiosity, community, sportsmanship, accountability, and excellence in each and every student. Bridgton Academy is focused on being *the year that makes the difference*.

ABOUT BRIDGTON ACADEMY

BA works exclusively with 18 and 19 year-olds during the year between high school and college. For decades the academic program has prepared students to succeed in college and to do so at schools that might otherwise have felt out of reach. The athletics program prepares student-athletes to compete at the college level while successfully balancing academics. The student life program couples independence with mentorship and provides opportunities for outdoor programs, weekend activities, and service to local organizations. Bridgton's work with young men between high school and college has proven to build strong character and to cultivate maturity that lasts a lifetime.



ACADEMICS

The academic program is designed to prepare young men to succeed in college by emphasizing critical thinking, maintaining high standards, developing study skills, and instilling habits that will serve them in college and life beyond. Students pursue academic excellence through small class sizes, individual attention, and structured academic support. Advanced courses, including those offered through our College Articulation Program (CAP), offer opportunities for accelerated study across all academic disciplines, and 80 percent of our CAP students earn transferable college credit.

ATHLETICS

Bridgton Academy's excellent athletic program provides college-level instruction and competition. Without sacrificing a year of NCAA eligibility, student-athletes train with their teams throughout the school year, experiencing the much busier college-like athletic schedule. During traditional "off-season" periods, coaches work with athletes on strength and conditioning, film study, and skills development. The athletic program works hard to instill the qualities every successful college athlete must have: leadership, accountability, and character. With their deep knowledge of college programs, Bridgton Academy coaches work closely with students, families, and the college counseling staff on the college search and recruitment process. Bridgton teams play a competitive schedule, with a mix of college and high school opponents. Currently, BA offers football, soccer,



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

lacrosse, hockey, basketball, baseball, and golf. All teams begin practice and playing games beginning in the fall term, with full schedules for traditional spring sports like baseball and lacrosse.

THE WOLVERINE PROGRAM

Designed for the students looking for experiences outside traditional athletics, the Wolverine Program uses the outdoors as a classroom and opens up the mountains, waterways, and history of Northern New England for discovery. Wolverines build camaraderie through excursions across Western Maine and New Hampshire, taking on outdoor challenges including hiking, camping, ropes courses, zip lines, skydiving, skeet shooting, ice fishing, skiing and winter camping. Throughout the year, Wolverines design and implement service projects in the local community, as well as visit numerous art museums, cultural landmarks, and historic locations.

STUDENT LIFE

The intention of the student life program is to cultivate maturity that lasts a lifetime. Independent dormitory living is coupled with mentorship by faculty who live on campus and model the qualities of living in a community: responsibility for oneself and concern for others. At the start of the year, students are paired with an advisor with whom they meet weekly to check in on progress toward goals, meeting challenges, and planning for the future. The chapel and evening speaker series provide opportunities for students to learn from invited guests as well as to share their own stories with the community. On weekends, students enjoy excursions to Portland and North Conway, NH, and favorite activities include skiing nearby Shawnee Peak, and making the most of Maine's mountains and waterways.



POSITION

The Director of Admission oversees the crucial bridge between the academy and families for whom this unique program will be life-changing. The ideal person will be both an articulate and energetic face of the school, as well as bring knowledge, experience, and new ideas to the Academy, all of which will help us to shape the culture of the school, build each class, and continue to raise the school's profile nationally and internationally.

RESPONSIBILITIES

- Shape and implement the Academy's comprehensive enrollment strategy to address outreach, recruitment, financial aid, yield, and organizational efficiencies;
- Evaluate admission office processes and programs and ensure they are productive and in keeping with the culture of Bridgton Academy;
- Recruiting class of 160 students each year;
- Supervise admission office recruiting and administrative staff;
- Oversee admission office travel strategy, planning, and execution;
- Maintain and expand relationships with external constituencies and influencers, especially educational consultants and high school guidance counselors;
- Serve as a friendly and energetic representative of the school who can clearly articulate Bridgton Academy's mission and value proposition to a specific market;
- Experience executing institutional messaging and marketing plan;
- Supervise internal and external admission events, including open houses, revisit days, and information sessions in our core markets;
- Strengthen core markets and expand outreach to attract students from a wider geographical range;
- Develop and report on key admissions related metrics;



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

- Report to the Head of School, work closely with him and other senior administrators to establish enrollment targets and financial aid budget.

DESIRED SKILLS AND QUALIFICATIONS

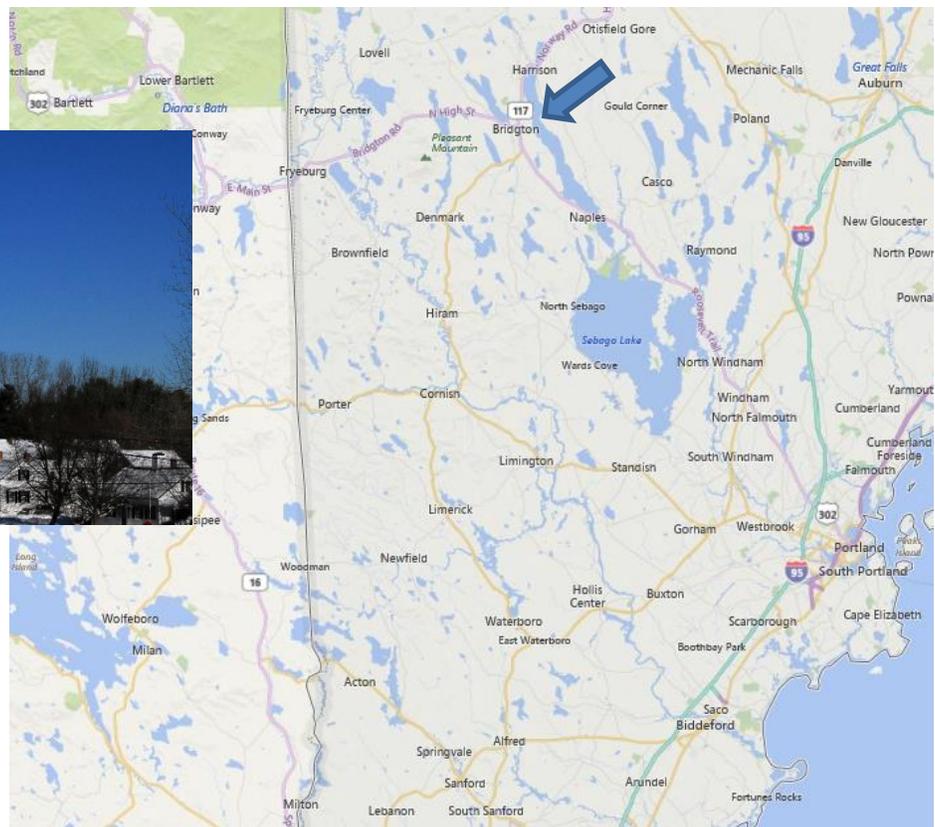
- 5+ years of experience in independent school or college admissions in a leadership role;
- Experience with public relations, communications, strategic marketing, social media, and data management;
- Demonstrated strength as a manager of a team of admissions professionals;
- Experience with international student recruitment and processes, including SEVIS and I-20 visas;
- Bachelor's degree required, master's degree preferred;
- Membership in NACAC and other professional associations connected to college or secondary school admissions;
- Significant travel required, especially September to January;
- Strong writing and interpersonal skills.



TO APPLY

If you wish to speak with the consultant about the position prior to applying, please call or email. All inquiries are kept confidential. Candidates interested in the position should email a resume, cover letter, personal statement, and list of references (as separate documents) to Ben Bolte (bbolte@carneysandoe.com) and DZ Zito (dzito@carneysandoe.com).

Please do not contact the school directly.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com