



**Dean of College Advising
St. Paul's School—Concord, NH
July 2024**

THE SCHOOL

Aspiring to educate students to build purposeful lives in service to the greater good, St. Paul's School (SPS) engages young people in a diverse, inclusive, and ethical community, dedicated to the pursuit of excellence in character and scholarship and inspired by the beauty and spirit of its extraordinary campus. Founded in 1856, SPS is situated on 2,000 idyllic acres on the outskirts of Concord, NH, the state's capital and one hour north of Boston. Enrolling 535 students from 36 states and 13 countries, St. Paul's introduces them to its approach to learning: SPS 360, the integration of social, emotional, intellectual, and spiritual growth into every aspect of each student's life. The aim is to graduate young adults who will enter the world with the courage, confidence, competence, and vision to apply their education toward advancing the greater good in service to a more humane, just, and loving world. 45% of the students at SPS self-identify as students of color and the school offers 39% of its student body some form of tuition assistance. The 117 faculty have an average of 22 years of experience and an average tenure at SPS of 10 years. 73% hold an advanced degree and 29% are persons of color. Student – teacher ratio is 5:1. The school is supported in part by an endowment in excess of \$600M.



Over the past 30 years, St. Paul's School has undergone a transformation that brings world-class facilities to its students. The Athletic & Fitness Center, Library, Center for Mathematics and Science, and most recently, the Community Center have all opened during that time span. In addition, the Arts have moved into the heart of the school's academic center with an updated Fine Arts Center. The school has given recent focus to its SPS Today initiative, building a healthy, safe school culture in which students can thrive and grow up to be healthy, superbly educated, ethical citizens and leaders.

St. Paul's is a completely residential, co-educational, Episcopal, secondary school, welcoming to all faiths. St. Paul's seeks applications from candidates who will promote the School's commitment to attracting and retaining a highly talented and diverse faculty. A successful candidate will embrace the fully residential living experience and have a demonstrated gift for engaging a diverse student body and strengthening the St. Paul's School inclusive community.



**Carney
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In addition to teaching or administrative responsibilities, faculty at St. Paul's School are responsible for a variety of activities typical to the boarding school environment, including advising, dormitory association, coaching, committee work and other duties. It is an energetic – and energizing – workplace. While the expectation of all faculty at St. Paul is full engagement, the school also observes a positive work-life balance for employees.

THE POSITION

Reporting to the Rector and collaborating continually with members of the senior administrative team, the Dean of College Advising leads the School's efforts to ensure the excellence of our program in College Advising and to educate and prepare students and their parents for well-being and success in the college admissions process. The Dean leads the School's College Advising team to coordinate and ensure the program's integrity, excellence, and complete alignment with the mission and goals of St. Paul's School. The Dean leads the team in maintaining strong working relationships with colleges and universities, keeps the School abreast



of latest trends and information in the field, and designs and develops the School's plan for submitting materials to colleges and universities in support of our students. As spokesperson for the School to college and university counterparts, the Dean must be an excellent communicator in both writing and in speech who is a trusted and

experienced educator in addition to being a highly regarded professional in the field. And as a member of the senior administrative team, the Dean works closely with the Rector and the team on the School's well-being in all realms, from strategic planning to policies and practices. This position requires full engagement, alignment with the School's missions and goals, and enthusiasm for working with teenagers and families through the complex college admissions process.

In addition to working well with our students, the Dean of College Advising plays an important role in parental relations and program development for parents. The Dean's ability to instill confidence in parents and to manage and appropriately embrace them as partners in support of students plays a critical role in maintaining a successful advising program that serves SPS students and families well.

With the support of the Communications department, the Dean of College Advising also oversees the materials and writing created by the College Advising team and thus must be an excellent editor.



As a highly visible School leader, the Dean of College Advising possesses a lively and powerful intellect and is a high-capacity, principled professional whose life and professional experience reflect personal and professional intellectual strengths and curiosity; personal traits of empathy and understanding; and great skills with collaboration, problem-solving, and positivity.



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OPPORTUNITIES AND CHALLENGES

The Dean of College Advising leads a team of faculty College Advisers and support staff who guide students and their families through the college application process. Specific duties for the Dean include but are not limited to:

- Management and oversight of the College Advising faculty and staff, including development of the strengths and interests of the team through professional development and other opportunities;
- On-going development and oversight of a comprehensive, developmentally appropriate, effective four-year college counseling process that educates, guides, and supports students and families through the college admissions process;
- Design and implementation of updated and effective materials, meetings and presentations for students, parents, and faculty that help prepare students from early years at St. Paul's School through the application process in the Sixth Form year;
- Collaboration with the College Advising team on timely workshops on financial aid, recruiting, and scholarship search and application processes, including leadership for special scholarship search, application, and award nomination processes;
- Oversight and management of the faculty letter of recommendation process;
- Oversight and management of the program and calendar of all standardized testing for students, including student choice regarding testing options; create summary reports on standardized tests and matriculation results to provide information to other school administrators;
- Oversight, maintenance of, and updating College Office publications, including the school profile and all Handbooks. Develop and update the College Advising Handbook to document and communicate the School's College Advising policies and practices;
- Oversight and management of the tracking of student college applications and acceptances and coordination of data for school use.



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Collaboration and Networking Responsibilities— The Dean will lead efforts to:

- Establish and maintain strong relationships with college and university admissions directors and offices, including organizing on-campus mini-fairs, visiting campuses, and attending professional conferences and meetings;
- As a member of the School's senior administrative team, contribute to the discussion of the School's external relations and presence;
- Coordinate with the Dean of Academic Affairs and other administrators to ensure that the academic program continues to evolve to support the needs of St. Paul's School students as they approach college and life;
- Coordinate with the Admissions Office to oversee the distribution of supplemental financial aid for students to ensure all students' equitable access to the college process.
- Work closely with the Rector on matters relating to the School's Board of Trustees and other external constituencies.

Management Responsibilities:

- Manage the College Advising faculty and staff, including annual evaluations and professional development;
- In collaboration with the Dean of Faculty and Human Resource offices, lead hiring efforts for open positions;
- Oversee the budget process for the College Advising program and administer budget;
- Oversee the maintenance of technology for college advising and the office's presence on the School's website;
- Prepare and present reports at Board meetings and other School meetings as directed by the Rector;
- Participate on committees as necessary and advisable, including strategic planning and school accreditation;
- Perform other duties as assigned by the Rector.



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QUALITIES AND QUALIFICATIONS

- Master's degree or equivalent preferred;
- 5-7 years of successful leadership in college advising or college admissions;
- Model a commitment to professional and personal ethics, including kindness, empathy, and caring for others;
- Embrace the faculty role by immersion in the community, show a presence at events, and serve as a House adviser, coach, club adviser, or other roles as necessary and appropriate for a member of the senior faculty (including house and campus supervision duties);
- Excellent leadership, collaboration, and communication skills;
- Ability to use data and information effectively in planning and decision-making;
- Possess a high degree of energy and flexibility;
- Deep interest in working with, and supporting, secondary students;
- High level of diplomacy to manage interpersonal interactions;
- Strong commitment to and embracing of inclusion and cultural competency;
- Organized, energetic, and forward-looking;
- Ability to manage highly confidential information;
- Strong work ethic and willingness to travel.

COMPENSATION AND BENEFITS

St. Paul's School offers a dynamic and supportive work environment, nationally competitive salaries, and a generous benefits package including a retirement plan with employer-matching, a full array of insurance plans, tuition remission, and generous support for professional growth, campus housing and all that comes with it. SPS is an Equal Opportunity Employer and has a strong commitment to the principles of diversity.

KATHLEEN GILES, RECTOR



Kathleen "Kathy" Carroll Giles became the Fourteenth Rector (Head of School) of St. Paul's School on July 1, 2019. Most recently, she had, since 2003, served as head of school at Middlesex School. Before that, Kathy held a variety of roles at the Groton School, including dean of academic affairs, college advisor, English teacher, and coach. Kathy holds Ed.M., J.D., A.B. degrees from Harvard where she graduated magna cum laude in English and American literature and languages as a member of Phi Beta Kappa. Married to Ralph Giles, a long-term former faculty member at Groton and Fenn and now teaching at SPS, she has three adult children. Throughout her life, Kathy has enjoyed athletics as a competitor and as an avid fan. Her interests and hobbies include psychology and child development; spirituality; intellectual history; all kinds of music and art; gardening; and reading (everything and anything). Since arriving at SPS, Kathy has worked to rearticulate the school's mission to the SPS community and refreshing the principles that have guided it for 168 years as she fulfills her role of supporting the SPS community in all aspects of daily school life, completing current initiatives, and facilitating the student-led mission to infuse the entire community with a sense of joy.



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TO APPLY

Feel free to contact the consultant confidentially if you're considering applying. Please send resume/CV, letter of intent, and later, a list of five references with contact information (references will not be contacted until the candidate is notified), and statement reflecting your strategy and approach to college advising work to Ben Bolte (bbolte@carneysandoe.com). **Please do not contact the school directly.**

Inclusivity Statement

As a fully residential academic community founded in the Episcopal tradition and rooted in enduring humanistic values, St. Paul's School welcomes and affirms the dignity of all human beings. The work of strengthening equity and inclusivity requires deep listening with open hearts and open minds. We honor and affirm the experiences of our students, faculty, and staff as critical to building a more inclusive and beloved community. Finally, we take our moral responsibility seriously: to prepare our students to work together as global citizens committed to ongoing civil discourse, to aspire to transform the world in service toward a greater good.



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