

ST. ANDREW'S SCHOOL

RHODE ISLAND

Senior International Enrollment Officer

Barrington, RI

July 2026

Founded in 1893, St. Andrews School is a nurturing, challenging, and safe educational community serving 212 boarding and day students in grades 6-12 and postgraduate (PG). The dedicated faculty and staff embrace, encourage, educate, and empower students one mind at a time using guiding principles that put students first in every decision. Steeped in a rich Episcopal tradition, this heritage guides the school's moral and ethical values, and their 132-year history is seen throughout the 80-acre historic campus. St. Andrew's incredible faculty and staff promote academic success and personal growth through curriculum that is grounded in diverse thought so that students can purposefully engage, succeed, and thrive in school and in life.

The St. Andrew's mission is to identify students individual learning styles, and to teach according to those strengths. The school believes that its student to faculty ratio of 6:1 is one method that allows it to fulfill its mission. Students are drawn from nearby towns in Massachusetts and Rhode



Island, and from cities across the Americas, Asia, Europe, and Africa. They speak 15 languages and represent a range of ethnicities, learning styles, socio-economic backgrounds, cultures, and family structures. A St. Andrew's education offers every student the opportunity to explore passions and interests as they discover their best self. Arts offerings, athletic teams, community service opportunities, and host of activities complement a challenging yet supportive



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International Baccalaureate curriculum with the belief that a college prep curriculum works best when combined with a wide range of co-curricular offerings and that special events, trips, and service opportunities lead students bravely past campus confines so ideas and intellectual energy can be brought to bear in real-world situations.

The school's Guiding Principles propel it as a learning community to foster community through kindness and empathy, to teach lifelong learning skills, prioritize holistic development, engaging in service, and to embrace growth and change. Two mornings a week, the entire St. Andrew's community gathers for all-school Morning Meeting — a centerpiece of community life. This time for connection, announcements, reflection, celebration, and appreciation also creates an opportunity for students to share their voice on an issue or topic they are passionate about.



The campus, located fifteen minutes south of East Providence, is comprised of the science and arts centers, main academic and other classroom buildings, chapel, dining hall and middle school building. Two gyms, fitness center, tennis and squash courts, woodlands, field, a ropes course, dance studio, and athletic fields round out the school's 100 acres.

Barrington, Rhode Island offers a blend of affluent suburban comfort and New England Charm. It is a picturesque area with easy access to Narragansett Bay. Barrington is great for outdoor living and year-round recreation – it offers scenic waterfront views, beaches, and seasonal events that create a tight knit community atmosphere. Living in Barrington offers a balance of quiet suburban life with easy access to cities such as nearby Providence, Newport, and Boston.

Compensation for this position will be highly competitive nationally, adjusted for Barrington's cost of living.



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Job Description

St. Andrew's seeks a dynamic, motivated, and globally minded enrollment professional to join its Admissions team. This position will be divided with approximately 70% of time dedicated to international recruitment and 30% focused on supporting domestic markets and strategic initiatives. The Senior International Enrollment Officer will play a key role in developing strategies for emerging markets, attracting and enrolling talented students from around the world, and enhancing the international diversity of the St. Andrew's school community. The officer will represent St. Andrew's abroad, cultivate relationships with prospective students and families, educational consultants, and partner schools, and promote the value of the boarding program.



Key Responsibilities:

- Develop and implement an international recruitment strategy to meet enrollment goals.
- Travel internationally to represent the school at recruitment fairs, school visits, and educational events.
- Conduct presentations, interviews, and campus tours for prospective families, both virtually and in person.
- Build and maintain strong relationships with international agents, consultants, feeder schools, and educational organizations.
- Maintain regular communication with consultants representing currently enrolled students.
- Negotiate and manage consultant contracts and coordinate commission payments in collaboration with the Business Office.
- Identify and explore new recruitment markets to expand the school's international reach.
- Partner with the marketing team to create and maintain international admissions materials and digital content tailored to
 - specific regions.
- Support admissions events, programs, and domestic recruiting initiatives as assigned.
- Collaborate on strategic initiatives identified by school leadership, aligned with the School's current strategic plan.

To Apply

Interested and qualified candidates will ultimately submit, as *separate PDF documents*:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- A list of five professional references with the name, relationship, phone number, and email address of each person (*references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established*).

To: Ben Bolté (bbolte@carneysandoe.com) and Quentin Doggett (quentin.doggett@carneysandoe.com). Please do not contact the school directly.



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