



## **Position Title: Admission Fellow**

**Updated:** July 2025

**Reports To:** Director of Admission & Financial Aid

**Status:** Exempt  
Two Year Appointment

**Schedule:** Full-time, 10 months (Mid-August to Mid-June) – Base 40 hours per week, Weekend and special event coverage as necessary, including supporting the school on class Saturdays.

**Benefits:** Comprehensive medical, dental, and vision insurance plans. Not eligible for Tuition Remission. Retirement plans and advice are available. Paid time off for holidays, vacation, sickness, personal, bereavement, parental, and military leave time, offered according to employee classification within the school.

**About Williston:** Being a part of the Williston team means being a part of a welcoming, energetic, and inclusive community. Working in the business office means you will have diverse ways of engaging with the students, faculty, and staff. Williston is a global learning community, there are many ways to engage with people; with that, understanding is one of the core values of the school. Williston hears its employees' perspectives and is looking at the future goals with the steps it takes and encourages staff to further their expertise relevant to their job. Williston values the well-being of the staff, which is reflected in its benefits, and is an equal opportunity employer.

**Summary Description:** The Williston Northampton School's Admission Fellow is a program for recent college graduates interested in exploring boarding school enrollment operations for up to two years. As outlined below, the fellowship provides opportunities to gain experience about the various skills and the craft of admissions, financial aid, and supporting student experiences in this unique setting of a primary global learning community. The Fellow will be able to explore a potential career in the admissions and financial aid arena and will learn about all aspects of boarding school life from a group of seasoned, experienced colleagues, leaders, and mentors. Recipients will experience first-hand all aspects of admissions and financial aid strategies, experiencing and developing skillsets through opportunities of learning with prospective students and their families. The Fellow will also be exposed to coaching for two seasons of sporting teams and/or after school activities. The goal of the Williston fellowship is to create meaningful experiences for the fellow, and to foster an experience that creates the next generation of talented and diverse professionals here at Williston.

### **Essential Functions:**

- Collaborate in the daily operations of the department
- Greet prospective families, students, and visitors
- Schedule and support visits, tours and tour guides

- Serve as a subject matter expert for the school on the admissions process
- Perform administrative duties such as administrative tasks, data entry, application processing, maintaining accurate records in admission systems and processing automated communication to prospective students
- Communicate with external constituents by phone and email on behalf of the Admission Office
- Assist admission officers with scheduling and managing the student admission leaders
- Support all admission events: assist with Open Houses, consultant visits, and off campus events; coordinate staff attendance at events; coordinate logistics such as name tags, invitations, catering, and hospitality
- Collaborate with various departments to ensure a smooth and welcoming admission experience that reflects the school's mission and values
- Participate in special projects assigned by the admissions staff

#### **Additional Responsibilities:**

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as requested or assigned

#### **Qualifications:**

- Bachelor's degree
- Possessing a strong passion for the mission of Williston and independent schools
- Focused, motivated, and well organized
- Ability to effectively interface with all levels of the school community
- Ability to think strategically and be a self-starter
- Strong organizational skills for multi-tasking and prioritizing responsibilities in fast paced environment
- Ability to work both independently and as a part of a team
- Ability to manage expectations in a manner that is honest, trustworthy, respectful, flexible and diplomatic
- Experience with information management systems
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor
- Strong interpersonal skills, including an enthusiastic, collaborative approach to their work and colleagues
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Proven track record as an experienced athlete or coach with demonstrated ability to effectively coach and mentor student-athletes.
- Strong Microsoft Office Suite skills, as well as working knowledge of database systems, data retrieval and reporting
- Attention to detail and problem-solving skills

- Excellent customer service skills and phone presentation
- Must possess excellent interpersonal and communication skills in order to successfully interact with prospective families, diverse staff, faculty, students, and other constituents of the School
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Must have a valid state issued driver's license
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Ability to work in a school environment by successful completion of all legally required and school-required background checks, including CORI, SORI, and fingerprint-based criminal background check
- Regular consistent attendance and punctuality is required as a condition of employment

### **Physical Qualifications:**

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time
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### **Working Environment:**

- The work environment is usually moderately quiet; however, variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the Admission Suite
- Noise levels may become elevated when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

### **Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.