

## Admission Counselor

The Office of Admission at Bard Academy and Bard College at Simon's Rock seeks a conscientious and creative professional to work with our passionate prospective students and their families.

Simon's Rock practices a simple yet radical idea that many students are ready for college at a younger age. Students may enter Bard Academy for 9th and 10th grade and then matriculate into the College, or apply to enroll in the College after completing the tenth or eleventh grade at any high school. Bard College at Simon's Rock offers associate and bachelor's degrees. The campus is located in a Smithsonian-rated Best Small Town, Great Barrington, Massachusetts, in the heart of the Berkshire region.

Responsibilities include participation in a full range of admission activities including representing the College and the Academy to a variety of outside constituencies, prospect management, developing and implementing recruitment strategy, interviewing applicants and working with families, reviewing applications, and working closely with Simon's Rock students, staff, and faculty. Admission counselors also work with independent educational consultants and school placement counselors. Candidates with relevant experience in secondary or higher education are welcome. Experience with Slate would be wonderful!

The successful candidate must be energetic, creative, organized, flexible, and open-minded, must demonstrate independent initiative and also work very well as part of a team, and must possess outstanding strategic thinking, problem solving, communication, and interpersonal skills. Candidates must be available to work flexible hours, including evenings and weekends, and be willing to travel. A bachelor's degree and driver's license are required. Admission experience in a liberal arts college or independent secondary school environment is strongly desired.

Bard Academy and Bard College at Simon's Rock is an equal opportunity employer. All qualified individuals are encouraged to apply. Please send résumé and cover letter to Cindi Jacobs, Director of Admission, by email with "admission counselor" in the subject line (cjacobs@simons-rock.edu). No phone calls, please. Position open until filled.