

Admission Associate for International Relationships and Mandarin Teacher

Gould Academy, an independent boarding school of 250 boys and girls, grades 9-PG, in Bethel, Maine, seeks a qualified professional to fill the combined roles of Admissions Associate for International Relationships and Mandarin teacher.

Position Responsibilities:

- Support all phases of the admissions and enrollment process for Asian international families, from initial contact with Gould to creating a welcoming environment for incoming students.
- Serve as a first contact for Asian international families researching Gould and help prioritize information provided to the Director of Admissions.
- Collaborate closely with the Directors of the International Student Programs and the English Studies Program in providing a quality experience for all international students.
- Maintain inventory of all international student inquiries and applications.
- Conduct information sessions, presentations and/or interviews with prospective candidates and their families.
- Read, review, and evaluate international candidates for admission.
- Help to develop an international recruitment strategy that utilizes Spring Term and summer camps as feeder programs.
- Builds and maintains relationships with consultants as well as personnel at established and potential feeder schools.
- Travel to Asian international markets in order to play a central role in the marketing and recruitment of international students.
- Translate school documents and other correspondence for Admissions Office.
- Teach up to two sections of Mandarin classes per term; demonstrate content knowledge, teaching skills, competence and fluency.
- Serve as the faculty liaison to Asian international families.
- Provide support for international students with orientations, weekend activities, student guidance, and other activities as assigned.
- Fulfill community life duties to include evening and weekend coverage.

Qualifications:

- Bachelor's degree required.
- Positive, motivated individual capable of flexibility in a range of job responsibilities.
- Committed to working with adolescents and colleagues in a boarding school environment.

- Strong knowledge and skills in customer service; personal warmth and a collaborative style.
- Skilled at establishing and maintaining positive, professional relationships.
- Prior admissions experience in a private school setting preferred.
- Experience teaching at the secondary school level preferred.
- Excellent oral and written communication skills.

For more information about Gould Academy please visit us at:

www.GouldAcademy.org.

Qualified candidates can apply for this position by filling out an application and submitting it via email along with a resume, cover letter and two letters of recommendation to: Deborah Menezes, Human Resources: HR@gouldacademy.org

Equal Employment Opportunities

Gould Academy does not discriminate on the basis of national origin, race, creed, color, gender, disability, or sexual orientation in the administration of its educational policies, admission, financial aid, loans, hiring process, and other school programs.