



Position Available

Admissions Associate

HIGH MOUNTAIN INSTITUTE

The High Mountain Institute is seeking an **Admissions Associate**, an 8 month per year (September 15-May 15) position (75% equivalent). Responsibilities include: being a critical contributor to the promotion, marketing and admissions efforts for the school; promotion and marketing of all HMI programs, including the Rocky Mountain Semester, High Peaks Adventure and The Leading Edge; and potential other duties including assisting with HMI programs and/or fundraising, social media and alumni relations efforts.

About HMI: The High Mountain Institute is based 5 miles from the town of Leadville, Colorado. HMI's mission is focused on developing connections to the natural world and the junction point between intellectual and outdoor pursuits. HMI offers a variety of programs including: the Rocky Mountain Semester, a 4-month academic and wilderness program for high school juniors offered in the Fall and Spring; the Leading Edge, an intensive two-week leadership development program for high school students offered several times each summer; the High Peaks Adventure course for 14-15 year olds offered each summer; wilderness medicine courses in partnership with the WMI of NOLS (WFR's, WFA's, and recert. courses); and several avalanche trainings each January. For more information about HMI, please see www.hminet.org.

Primary Duties Include:

- Partner with Assistant Director of Admissions to deliver target numbers of qualified applicants each year for the Rocky Mountain Semester and summer programs.
- Assist with planning and organizing all marketing and promotion for the Rocky Mountain Semester and summer programs.
- Research and suggest new avenues to promote HMI and its programs.
- Spend 8-12 weeks per year traveling to schools, alumni homes and other venues to promote the school.
- Respond to student and parent inquiries.
- Assist with program admissions in partnership with the Head of School and HMI Programs Manager.
- Assist with the annual fund and other fundraising efforts; publishing the newsletter, website and marketing materials; and social media efforts.
- Other administrative duties as required.

Potential Secondary Duties Include:

- Lead 1-2 wilderness expeditions per year, depending on experience. (Current Wilderness First Responder and CPR certifications required.)
- Assist with student oversight in the Rocky Mountain Semester program.

Benefits:

- Health Insurance provided
- Retirement benefits after 1 year (TIAA-CREF)
- Starting salary of \$22-24K, commensurate with experience
- Start date: September 15, 2010

Minimum Qualifications: BA or higher, highly motivated and organized, passion for the High Mountain Institute mission, outstanding verbal and written communication skills, comfort with and enthusiasm for public speaking and making presentations to large audiences, enthusiasm for working with teenagers in a residential setting, criminal and driving background check required.

Desired Qualifications:

- Prior experience working in a school and/or residential program setting
- Prior marketing and communications experience
- Prior experience leading wilderness expeditions
- Familiarity with the High Mountain Institute

How to Apply: After reviewing the minimum qualifications and the HMI website, please submit the following three items: 1-2 page Cover Letter, Resume, completed HMI Employment Application (available on the website), and 2-3 written recommendations to Kate Bartlett, Director of Advancement via e-mail at kbartlett@hminet.org, via fax to 719-486-8201, or to the mailing address below. After an initial review, HMI will solicit further information from some candidates, such as a practical testing, writing sample, and other information. Finalists will be invited to HMI for a formal interview. HMI is committed to taking the time to carefully review candidates and will not fill the position until an ideal candidate is found. Correspondence via e-mail preferred. The High Mountain Institute is an equal opportunity employer.

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