



Position Available

Assistant Director of Admissions

HIGH MOUNTAIN INSTITUTE

The High Mountain Institute is seeking an **Assistant Director of Admissions**, a full time year round position.

Responsibilities include: leading the implementation of promotion, marketing and admissions 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:

- Provide inspired leadership and enthusiastic oversight for all marketing and promotion efforts for the High Mountain Institute.
- Deliver target numbers of qualified applicants each year for the Rocky Mountain Semester and summer programs.
- Plan and organize 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
- Ensure that HMI program components are aligned and explained consistently to maximize student interest.
- Work with Director of Advancement to coordinate HMI message content and its distribution in print and online communication.
- Assist Director of Advancement with strategic planning when necessary to ensure desired application and enrollment numbers.
- Assist with the annual fund and other fundraising efforts; publishing the newsletter, website and marketing materials; and social media efforts.

Potential Secondary Duties Include:

- Lead 1-3 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 \$33-37K DOE
- Start date: August 1, 2010

Minimum Qualifications: BA or higher, highly motivated and organized, passion for the High Mountain Institute mission, marketing experience and/or acumen, 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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