



MIDLAND SCHOOL
Live Your Education

We're Hiring!

ADMISSIONS ASSOCIATE

Midland School, a distinctive co-educational boarding school for grades 9-12, is located on a 2,860-acre ranch at the edge of the Los Padres National Forest. Midland has been a leader of place-based and experiential college preparatory education since 1932. Everything we do - from the courses we choose to teach, to how we maintain our campus, to the way we feed ourselves - originates from an intentional curriculum that focuses not only on academics, but also on leadership, community, and stewardship. Our students live a cell-phone-free high school experience, close to nature.

If you have admissions experience and are looking for a flexible role in a professional, mission-driven, and engaging environment, we'd love to hear from you. This position oversees the admissions process from initial inquiry through enrollment and onboarding, while managing campus visits, events, and partnerships that support student recruitment and enrollment goals.

PRIMARY DUTIES & RESPONSIBILITIES

- Support the Director of Admission & Advancement in all aspects of student recruitment and enrollment, including travel, tours, virtual events, application review, and prospective family engagement
- Manage admissions operations and communications, including inquiry follow-up, application tracking, file completion, data integrity, and coordination within MyMidland
- Lead the planning and execution of prospective student experiences and the student ambassador program, including shadow days, campus visits, tours, and yield initiatives
- Oversee admissions and advancement calendars, timelines, and event logistics to ensure strong coordination across institutional priorities
- Build and maintain relationships with prospective families, feeder schools, educational consultants, community partners, and auxiliary program partners to support recruitment and enrollment goals
- Coordinate onboarding for newly enrolled families, including parent portal management and cross-departmental communication
- Serve as a welcoming and knowledgeable representative of Midland School through tours, events, and candidate interactions
- Collaborate across the Admissions & Advancement Office to support enrollment, engagement, stewardship, and other strategic initiatives as needed

Small California boarding school — Grades 9 to 12 — Full time, year-round position

On-campus housing & meals — Salary range* \$69,500 - \$73,000 — Position starts July 1, 2026

**Salary depends on relevant experience. Benefits include housing, retirement, medical, life/ADD and disability.*



ADMISSIONS ASSOCIATE

Midland School — Los Olivos, California



MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent professional experience
- Excellent organizational and time-management skills, with the ability to manage multiple priorities in a fast-paced environment
- Strong written and verbal communication skills
- Demonstrated proficiency with Microsoft Office Suite and/or Google Workspace
- Strong administrative, customer service, and interpersonal skills
- High attention to detail with strong problem-solving and analytical abilities
- Ability to work both collaboratively and independently
- Enthusiasm for working with teenagers and contributing to a residential school community
- Warm, professional demeanor with a sense of humor and strong relational skills
- Successful completion of criminal background check, driving record review, and TB screening requirements

ADDITIONAL DESIRED EXPERIENCE

- Experience in admissions, enrollment management, event coordination, or independent schools
- Experience working with databases, CRM systems, or data entry platforms
- Experience working in a mission-driven or experiential education environment
- Experience designing or supporting co-curricular or student engagement programming
- Additional talents, interests, or skills that would contribute to the broader Midland School community

HOW TO APPLY

CONTACT — KGLINES@MIDLAND-SCHOOL.ORG

This position is open until filled. The start date is July 2026. Midland School is an equal opportunity employer and actively seeks diversity among our employees.

Applicants should first carefully review the minimum qualifications and the [Midland School website](#) to learn more about our school. If interested, submit the following as a single PDF file titled "lastname_firstname_Adm_Asst_26" to Karrie Glines, Assistant to the Head of School at kglines@midland-school.org. Only complete applications will be considered.

- Short cover letter that addresses the alignment of your experience and interests with the qualifications outlined above and Midland School's mission
- List of 3-5 references
- Current resume