

Recent or Soon-to-Be College Grads!

The Loomis Chaffee Office of Admission will be hiring an enthusiastic, organized, responsible, and energetic alumni Pelican Warrior as an Alumni Admissions Fellow for the 2019–20 academic year. This is a 10-month position that runs from late August to late May with the goal of introducing young Loomis Chaffee alumni to a potential career in admission or financial aid at independent schools. The Admissions Office will begin reviewing resumes in **April** — after we have finished admitting and enrolling a new class of Pelicans. If you love Loomis and want to share everything that makes it special with prospective families, learn from experienced mentors, and have a ton of fun with a great team in Sellers, we hope you will apply!

Position:

Alumni Admissions Fellow

Job Description:

The alumni admissions fellow (AAF) is a one-year position with the goal of introducing Loomis Chaffee alumni to a potential career in admissions or financial aid at independent schools. This position will provide the opportunity to engage in all aspects of admission, including recruitment, interviewing, and file review, as well as to learn the basics of financial aid, enrollment management, communications /marketing, and admissions software. This is a 10-month position that runs from late August to late May and requires some weekend work. Additional duties will include those expected of full-time faculty, such as faculty meetings and other school-wide administrative duties; coaching and/or advising may also be expected and/or necessary, dependent upon the needs of the school.

See the employment page on the Loomis Chaffee [website](#) for information on submission of materials.