



## Admissions Fellow - Maine Coast Semester

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Maine Coast Semester is a unique semester-length school and a part of the Chewonki Foundation in Wiscasset, Maine. Each fall and spring, we offer a small number of high school juniors the chance to live and work on a 400-acre saltwater peninsula with the goal of exploring the interrelationship between people and the natural world through challenging courses in natural science, environmental issues, ethics, art, history, mathematics, languages, literature and writing.

The community is small — only 40 students and 18 faculty members — and the application process is very competitive. In addition to their studies, students work for several hours each afternoon on an organic farm, in the woodlot, or on maintenance and construction projects. The students who attend the Maine Coast Semester are highly motivated. They enjoy hard work, both physical and intellectual, and they have the strong desire to contribute in some way to their world. MCS students generally return to their schools with increased self-confidence, an appreciation for the rewards and struggles of community living, a deeper sense of stewardship for the natural world, and a developing sense of ownership for their education. The intimate and residential nature of Maine Coast Semester means that we all — faculty and students — get to know each other very well in the short time that we spend together. We recently completed our 42<sup>nd</sup> semester and have worked with over 1400 graduates from more than 260 independent and public schools throughout the United States.

The Admissions Fellow will help create this academic community through the admissions process. This position reports to the Admissions Director and will also work directly with the Admissions Officer. We hope that the Admissions Fellow position is a step towards a career in education. The Fellow will compose a professional development plan and receive mentoring from several Maine Coast Semester faculty members, including the Head of School. This ten-month position will develop skills applicable to a wide range of positions in the field of education.

### **Responsibilities**

1. Live on the Chewonki campus and share meals with the community from August 15, 2009 to June 4, 2010.
2. Assist in all aspects of the Maine Coast Semester admissions process.
3. Assist the Admissions Officer in traveling to visit sending schools.
4. Work with students for afternoon on work program and during morning chores.
5. Participate in rotating duty schedule on weeknights and weekends.
6. Serve as a cabin parent along with another faculty member (not living with students).
7. Lead on and off-campus activities for students.
8. Advise 2-3 students per semester.
9. Assume other responsibilities and leadership as needed.

### **Qualifications**

Candidates should have completed a BA or BS and have a strong interest in education. They should be excited by the prospect of intensive interaction with prospective, current and past Maine Coast Semester students. The ideal candidate will have familiarity with semester schools at the high school or college level as well as admissions experience. Candidates should be detail-oriented, creative and self-motivated. Familiarity with computer applications, digital photography, and web design preferred (FileMaker, Excel, Word, PowerPoint, etc.). Proficiency in writing and editing is preferred

### **Salary and Other Details**

Salary is \$100/week for the 10-month period. Room and board is included with the requirement of living on campus. Benefits include health insurance, life insurance, optional TIAA/CREF retirement annuity, and available dental insurance. This position includes travel and professional development opportunities.

### **To Apply**

Please see [www.chewonki.org](http://www.chewonki.org) for more information about Maine Coast Semester and submit the following: 1) A cover letter explaining interest in the position, 2) a resume, 3) an employment application, and 4) 2 written recommendations. Materials may be emailed, faxed or sent to Rebecca Kosakowski, Admissions Director. After review we will contact qualified candidates for further information, to arrange an interview, and to schedule a visit. We will review applications on a rolling basis starting July 1, 2009.

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