



C A R E E R O P P O R T U N I T Y

Director of Admissions & Financial Aid THE HUN SCHOOL OF PRINCETON

Princeton, NJ

Application deadline: ASAP (February 15, 2010)

Founded in 1914 by Princeton University mathematician John W. Gale Hun to prepare young men for admission to selective colleges, The Hun School of Princeton is now a coeducational independent day and boarding school of 596 students in grades 6-PG. Offering a high-quality college preparatory curriculum within a values-based environment, Hun aspires to graduate articulate, confident, morally grounded students who are well prepared for world citizenship. In addition to a full complement of honors and Advanced Placement classes, Hun students have access to a highly regarded athletic program and an array of other extracurricular activities.

Coeducational since 1971, the school boasts a diverse student body that includes 150 boarding students from 12 states and 18 countries. Hun was the first independent boarding school in America to offer English as a Second Language and to provide a special curriculum for international students. The school has also been an innovator in the area of academic support services, offering a comprehensive Academic Learning Skills Program for more than 30 years to motivated students with mild learning disabilities.

Located on a picturesque 47-acre campus, the school is within walking distance of Princeton University and downtown Princeton. It is situated midway between New York City and Philadelphia, with easy access by car or train to both cities. Campus resources include a beautifully renovated 50,000-volume library, a Writing and Peer Tutoring Center, and three computer centers.

A series of facilities renewal initiatives culminated in 2008 in the opening of a spectacular new athletic center and the opening of a fine arts center in 2009. With a new Strategic Plan just approved and a new Headmaster, Jonathan Brougham, in place this year, The Hun School approaches its centennial celebration in 2014 well positioned to build on a solid physical and philosophical foundation.

WHO SHOULD APPLY:

For a position to begin in July 2010, Hun is seeking an energetic and experienced leader in admissions and enrollment management who will be committed to continuing Hun's tradition of recruiting and enrolling a talented, diverse group of day and boarding students for its Middle and Upper schools. This is an excellent career opportunity for an admissions professional who is creative, analytical, and philosophically aligned with Hun's mission.



On the web: www.hunschool.org

**THE SCHOOL
AT A GLANCE
2009-10**

Founded: 1914

Location: 47-acre campus in Princeton, NJ

2009-10 enrollment: 596

Middle (grades 6-8): 93 (all day students)

Upper (grades 9-12): 503

Day: 70%

Boarding: 30%

Student body makeup:

Caucasian: 68%

Domestic minorities: 19%

International students: 13%

Faculty: 68 full-time, 12 part-time; 60% with advanced degrees

Average faculty tenure: 15 years

Endowment: \$12.5 million

Operating budget: \$20 million

Total funds raised, 2008-09: \$2 million

Annual Fund giving: \$450,000

Parent participation: 48%

Tuition, 2009-10:

Core Resident: \$42,710

Core Day: \$29,385

Additional fee-based programs:

Academic Learning Skills: \$16,275

English as a Second Language: \$9,265

Financial aid awarded, 2009-10: \$2.9 million

% of students receiving aid: 20%

Board of Trustees: 32

Accreditation: Middle States Association of Colleges and Schools

Selected memberships: National Association of Independent Schools, New Jersey Association of Independent Schools, The Association of Boarding Schools, Cum Laude Society

MISSION

The Hun School provides a diverse community that places a high value on a creative and rigorous traditional college preparatory curriculum in a structured environment; develops character, community and values; meets the students' differing talents, interests and academic needs through a supportive staff in a variety of programs; and encourages students to widen their horizons, gain an appreciation for and an excitement about learning, and achieve their full potential.



VALUES

- ACADEMIC EXCELLENCE
- INTEGRITY
- KINDNESS
- RESPECT
- TRUST
- COMMITMENT

DEFINING STRENGTHS AND UNIQUE ATTRIBUTES OF THE HUN SCHOOL

Throughout its 95-year history, The Hun School of Princeton has offered a traditional college preparatory education in an environment that thoughtfully blends structure, challenge, and support. Hun is not an academic pressure cooker – nor does it aspire to be. Most families are drawn to the school for its emphasis on developing well-rounded, disciplined young adults who are well prepared for whatever college experience they pursue. Hun is proud to offer a curriculum that challenges and motivates a broad range of students, including the exceptional student preparing for admission to highly selective colleges as well as the student who will benefit from small classes and additional faculty support.



Warm personal relationships characterize the Hun experience for most constituents, including students, alumni, parents, and faculty and staff. The committed 32-member Board of Trustees has helped to keep the school on a steady upward course.

THE FACULTY AND ADMINISTRATION

With an average tenure at the school of 15 years, the 116 members of the faculty and administration are a dedicated group with a deep connection to Hun's mission and traditions. Fifteen members of the faculty and administration are Hun graduates. As is typical in a boarding school environment, they wear many hats, serving as coaches, dormitory parents, and advisers as well as classroom teachers and administrators.

Hun offers salaries in the top quartile of comparable schools as well as a strong benefits package, which includes retirement benefits starting at 7.5 percent of salary and increasing to 12 percent after 20 years. The school also pays 91 percent of health insurance premiums for employees and their families.

THE STUDENTS

The Hun School student body is broadly diverse, consisting of Middle and Upper School students, day students from New Jersey and Pennsylvania, and boarders from 12 states and 18 countries. In addition, the school admits up to 15 postgraduates each year. Some are international students; others are talented athletes seeking an additional year of coaching as well as advanced study in preparation for college. The postgraduate program is also supported by the United States Naval Academy Foundation, which each year recommends a few students who are preparing to enter the Naval Academy.

Roughly \$2.9 million in financial aid awarded annually helps to support a student body that is economically diverse; nearly 21 percent of Hun students receive aid, with an average allocation of approximately \$13,000. The school welcomes students with diverse academic abilities as well, including exceptionally able students and students requiring additional academic support. Many are avid athletes, but artists and academics also find a welcoming and supportive environment here.

Virtually all Hun students go on to college. SAT scores for the Class of 2009 were (middle 50%) 520-630 Critical Reading, 520-640 Math, and 510-630 Writing. The 127 members of that class included six National Merit Recognized Students, 22 Presidential Scholars, and 14 students elected to the Cum Laude Society. The College Counseling Office works closely with students and their families to identify colleges that provide an appropriate fit with each student's abilities and interests, and the school is proud of the diverse group of colleges to which it sends graduates each year. The college list for the Class of 2009 can be found at: http://www.hunschool.org/hun_at_a_glance/enrollment.asp.

CAMPUS AND FACILITIES

Hun's rolling, park-like, 47-acre campus is situated in a secluded neighborhood that is a short walk from Princeton University and Princeton's charming downtown. The centerpiece of the campus is the original estate house – now known as Russell Hall – a beautiful stone building that is home to the Head's Office, the admissions and business offices, a reception area, the health clinic, and a boys dormitory for 30 students. Housing for 30 faculty members is provided in dormitory apartments and freestanding units.

Two academic buildings house 32 classrooms, six science laboratories, three computer centers, a photography darkroom, an art studio, and a ceramics and sculpture studio. Other academic facilities include the newly renovated 50,000-volume library as well as television and radio broadcast studios. Students eat in a centrally located dining hall that is adjacent to the two boys dorms and one girls dorm. One nurse resides on campus and staffs the clinic. The Student Activities Center was recently renovated and expanded; the Middle School is located on the lower two floors of the student center. The new Landis Family Fine Arts Building, which opened in the fall of 2008 and includes digital and traditional darkrooms, 2 studio art classrooms, gallery space, a recording studio, and vocal and instrumental classrooms and practice space, has freed up needed additional space for the Middle School and a group study facility.

Athletic facilities include the impressive new 38,000-square-foot athletic center with two and a half gymnasiums, spacious locker rooms, and two health and fitness centers; eight tennis courts; a cross-country course; six playing fields, including one new artificial turf field, and a 400-meter all-weather track. An outdoor education center includes an eco-pond for environmental study, an outdoor classroom, and a weather station.

FINANCE AND DEVELOPMENT

The Hun School's financial picture has improved significantly over the past seven years. The school has an operating budget of \$20 million and an endowment standing at \$12.5 million despite the economic downturn. Financial aid expenditures equal 14.7 percent of tuition revenue, and most aid is funded out of the operating budget. The school's long-term goal is to increase aid to an amount equal to 20 percent of the budget.

In order to accomplish the initiatives set forth in its recently adopted Strategic Plan, Hun has set ambitious goals for an endowment fundraising campaign to be carried out within the next three to five years. Hun's most recent capital campaign has raised nearly \$15 million, and the Development Office has become increasingly large and sophisticated in recent years. A planned giving program is being instituted, and outreach to the 4,500-member alumni base is becoming more aggressive. Approximately 14 percent of alumni contribute to Annual Giving, as do more than 48 percent of parents.

Hun's ambitious aspirations for its second century will require major endowment growth. These funds will be needed to support competitive faculty compensation, desired growth in financial aid, and plant maintenance. In addition, to complete the impressive facilities renewal already well under way, significant capital investment will be needed to create modern and inviting residential facilities (for both students and faculty), build a new theater/auditorium that would benefit the school and the broader community, and renovate the Middle School. The new Head of School is working closely with the Board of Trustees and the Development Office to cultivate current and potential donors, including alumni just coming into their most productive giving years and a Board of Trustees that is dedicated to the school but not yet a major partner in the fundraising effort.

HIGHLIGHTS OF THE EDUCATIONAL PROGRAM

The Hun School offers a traditional college preparatory curriculum with honors courses in every discipline and 12 Advanced Placement classes. Average class sizes of 12 to 14 students and a faculty/student ratio of 1:8 ensure that no student slips through the cracks academically at Hun. Graduation requirements include 4 years of English; 3 years of math, history, and laboratory science; a foreign language through the second-year level; a half-year of fine arts study; and health and physical education. Foreign language offerings include French, Spanish, Latin, and Mandarin Chinese. An eight-week Fundamentals of Public Speaking class is mandatory for sophomores. All students complete an annual community service requirement.

The Middle School provides a warm and nurturing environment for up to 100 day students in grades 6-8. With a faculty and schedule separate from that of the Upper School, the division focuses on the particular needs of this age group. Upper School department chairs oversee the curriculum, which is designed to provide a solid educational and social foundation for success in the Upper School.

For more detailed information about the Hun School curriculum, visit the website: www.hunschool.org. Program highlights include the following:

ARTHUR ROZAS INTERNATIONAL STUDENT PROGRAM

The Arthur Rozas International Student Program serves 35 students, with enrollment from any one geographical region limited to achieve a broad international representation. As a result, students come to The Hun School from Central and South America, Europe, the Middle East, Southeast Asia, and Africa. The program offers English as a Second Language (ESL) classes at three proficiency levels, as well as an American Studies course designed to expose students to American culture through the examination of history, economics, and politics. International students join their Hun classmates in traditional college preparatory courses in math, science, fine arts, computer science, and humanities. An orientation period for new international students precedes the start of the school year, and new international students are paired with American roommates.

ACADEMIC LEARNING SKILLS PROGRAM

The Academic Learning Skills (ALS) Program offers specialized instruction within the context of the college preparatory curriculum to students with professionally diagnosed, mild learning differences. Participants receive daily individualized instruction while also taking mainstream academic courses. The goal of the program, which is limited to 25 students, is to assist capable and motivated students by addressing individual deficiencies and developing the strategies necessary to meet academic challenges with confidence. ALS instructors work with classroom teachers to create the best possible learning environment for the student.



ATHLETICS, THE ARTS, AND OTHER EXTRACURRICULAR PROGRAMS

Spirited athletic competition has long been an important facet of the Hun experience, and the school takes great pride in a tradition of sporting excellence. Hun fields more than 50 teams at the varsity, junior varsity, freshman, and Middle School A and B levels. Fall sports include Cross Country, Field Hockey, Football, Soccer, Girls Tennis, and Water Polo. Winter offerings include Basketball, Fencing, Ice Hockey, and Swimming. Spring teams include Boys Tennis, Baseball, Softball, Lacrosse, Crew, Golf, and Track. In most sports, Hun competes in the Mid-Atlantic Prep League, which includes nearby boarding schools Lawrenceville, Hill, Peddie, Blair, and Mercersburg. Competitions are also scheduled with New Jersey independent day, parochial, and public schools.

Upper School students are required to accumulate extracurricular points each year, with approximately half of those points coming from athletic activities, including interscholastic sports, intramurals, or conditioning program options. Although occupying a less prominent role than athletics in the life of The Hun School, the arts are a lively and growing component of school life. Options for creative expression include the Hun Dance Company, the Winter Musical, Fall and Spring Plays, Chamber Orchestra or Ensembles, the Jazz Band, an a cappella group, ceramics, and video. Publications include the yearbook, the newspaper, and *The Hun Review*. There are more than 20 clubs and organizations run by students under the direction of faculty advisors. Students also participate in math, science, and forensic competitions, student elections, peer leadership groups, and community service activities.

PROGRAM INITIATIVES IN THE STRATEGIC PLAN

After several years of highly visible facilities improvements and well-publicized athletic successes, many in the Hun community are looking forward to a renewed focus on the academic program in the years ahead. Parents, faculty, and students are looking to the new Head, Jonathan Brougham, to spearhead thoughtful curricular innovations that are consistent with Hun's traditional orientation and its unbending commitment to serving a broad range of motivated students. Particular areas for continuing attention include the arts – which have made great strides in recent years – and the development of 21st century skills across the curriculum. The new Strategic Plan calls for initiatives to ensure that students are “well equipped to productively engage the world around them,” including more exposure to broadening experiences with other cultures.

Ensuring that the Middle School is fully integrated into the Hun community is another high priority. Strengthening connections between the Middle and Upper School faculties and developing a more seamless 6-12 curriculum that prepares students well for the demands of the Upper School will be important tasks in the immediate future.

OPPORTUNITIES & CHALLENGES AWAITING THE NEXT DIRECTOR OF ADMISSIONS & FINANCIAL AID

THE ADMISSIONS OFFICE

In June 2010, Director of Admissions and Financial Aid P. Terence Beach will step down from the position he has held for more than 35 years. During that time he has overseen a staff of five, including professional and support staff, and managed a distinctly multifaceted recruiting effort. Mr. Beach's legacy is a broadly diverse, energetic, and enthusiastic student body as well as an active and loyal alumni base that spans the world.

The Office of Admissions and Financial Aid is located in Russell Hall, Hun's main administration building. The staff travels domestically and abroad, with three or more weeks of international travel annually spanning Asia, Europe, the Middle East, and Africa. The Director also confers with the Business Manager on financial aid matters and chairs the Financial Aid Committee.

MARKETING AND ADMISSIONS CHALLENGES AND OPPORTUNITIES

While Hun has successfully maintained and even increased enrollment in recent years, the school operates in an extremely competitive independent school marketplace for both day and boarding students.

An important challenge now and in the years ahead is the need to assure prospective families that Hun's academic program is modern, relevant, and sufficiently rigorous to prepare highly able students for top-flight colleges and universities. In particular, marketing to prospective day families must be aimed at overcoming the longstanding impression among many in the Princeton area that Hun's orientation is more athletic than academic.

The English as a Second Language component of Hun's program for international students has long been a competitive niche. The new Director of Admissions must continue to build ties and diversify Hun's already strong overseas connections.

Major improvements in both boarding facilities and the Middle School are overdue, and will go a long way toward strengthening Hun's curb appeal and its ability to compete for those categories of students. The school is moving

toward building a new residence hall with a global awareness component. As well, the school plans to make a more conscious effort to increase interactions between residential and day students.

The Hun School has been fortunate to have a stable and dedicated admission staff, largely composed of alumni and current and past Hun parents. This solid footing should allow the new Director to consider new ideas and approaches in marketing, recruitment, retention, and admissions office data management.

Engaging the entire school community – faculty and staff, coaches, parents, and students – in the admissions effort will continue to be a priority for the Admissions Office staff.

WHO SHOULD APPLY: QUALITIES & QUALIFICATIONS

Reporting to the Headmaster and supervising an office of five professional and support staff, the Director of Admissions and Financial Aid is responsible for recruiting, interviewing, assessing, selecting, and enrolling candidates for admission to The Hun School and for coordinating re-enrollment activities. The Director is responsible for analyzing and optimizing the school's enrollment in terms of its strategic goals and for administering the student financial aid program. The Director is a member of the Headmaster's Administrative Council.

The ideal candidate will offer most or all of the following:

PROFESSIONAL QUALIFICATIONS

- A record of significant marketing and admissions experience in an independent school setting, coupled with knowledge of current best practices.
- A systematic and analytical approach to the recruitment of students, including knowledge of how to recruit candidates from different economic strata.
- An understanding of international student recruitment.
- A marketing orientation, including expertise in developing and communicating a brand through publications and the admissions website.
- Experience administering a financial aid program.
- Strong administrative skills and supervisory experience.
- Familiarity with boarding schools as well as experience at a selective institution.
- Excellent communication skills, both oral and written.
- The ability to analyze data and present this information informatively to senior administrators and trustees.
- Familiarity with Blackbaud admissions software would be a plus.
- An advanced degree is preferred but not required.

PERSONAL QUALITIES

- A warm and engaging individual with superb interpersonal skills and strong emotional intelligence; someone who will make all prospective students and parents feel welcome and respected.
- Culturally adaptable, with a genuine commitment to recruiting a diverse group of students.
- Able to interact effectively and respectfully with the academic, athletic, and creative arts faculty members.
- Willing to travel domestically and abroad in furtherance of Hun's ongoing commitment to successfully recruit students from Asia, the Middle East, Central and South America, Europe, and Africa.
- Morally grounded and committed to doing what is right as opposed to what is politically expedient.
- Genuinely interested in every aspect of school life, including the residential component, academics, athletics, and the arts at both the middle and upper school levels.



Anticipated Search Calendar:

Application deadline:	ASAP, and no later than February 15
Semifinalist interviews:	Mid- to late February 2010
Finalist visits:	End of February 2010
Appointment:	March 2010
Start Date:	July 1, 2010

APPLICATION REQUIREMENTS AND PROCESS

Applicants should submit, as soon as possible but no later than **February 15, 2010**, the following:

- A cover letter explaining why they are particularly interested in and qualified for this position.
- A current résumé.
- Supporting material (articles, speeches, marketing plans, or viewbooks) that would be useful to the Search Committee.
- The names, addresses, and telephone numbers of three references. *(We will obtain permission from candidates before contacting references.)*

This information should be sent to **lead consultants James W. Wickenden and Linda F. Knights** via the following email:

searches@wickenden.com

After an initial review of applicants, the Search Committee will select semifinalists, who will be interviewed starting in mid-February. Finalists (and their spouses, if applicable) will be invited to the school for a more comprehensive series of interviews with representatives of the school's constituencies. Wickenden Associates will keep all applicants informed of their status throughout the process.

Ideally, a final selection will be made by March 2010. The successful candidate will become the Director of Admissions and Financial Aid of The Hun School of Princeton on July 1, 2010.

Prospective candidates interested in learning more about this opportunity or the search process are invited to call Wickenden Associates at 609-683-1355.