Abbot Academy Association Awards 29 Grants

Founded when Abbot Academy and Phillips Academy merged in 1973, the Abbot Academy Association strives to ensure that Abbot’s tradition of boldness, innovation, and caring is forever preserved.

At its spring meeting, the Abbot Academy Association’s board of directors awarded funding for 29 grant proposals. The grants—which provide either full or partial funding and range from $800 to $63,000—were awarded to the following student, faculty, and staff recipients:

Miriam Feldman ’18 and Lila Brady ’18 — Technovation Team “Thrively” Brings Wellness App to PA
Jocelyn Shen ’18, Alex Reichenbach ’18, and Jeffrey Shen ’19 — VEX Robotics Program
Ruide Wang ’18, Spencer Davis ’18, and Nigle Barrow ’18 — Andover Aviation Club
Sarah Carmichael ’18, Kaatherine Hartzell ’18, and Daniella Valverde ’18 — Bystander Training for Gender-Based Violence
Dakoury Godo-Solo ’17, Rosie Poku ’17, and Chaya Holch ’17 — Monthly Trips to El Taller’s Open Mic
Nathan Goldthwaite ’18 and Chase O’Halloran ’18 — WPAA Recording Studio Equipment
Nicolette Joe ’18 and Anushree Gupta ’18 — Orbis: New Club Bridging Politics and Humanitarian Aid
Kunal Vaishnawi ’18 and Roshan Benefo ’16 — Real World Design Challenge (RWDC)
Grace Ann Limoncelli ’18, Hannah Zhang ’18, and Clementene Clayton ’18 — Sykes Scholars Pilot Group
Natalie Warren ’18 — Short Film to Guide Aspiring Scientists and Engineers
Piper Winkler ’17 — OWHL Research Competition
AnnaMaria Dear ’16, Sabine Nix ’16, and Caroline Odden (Faculty) — Astronomy Solar Spectrograph
Kevin Sun ’18 and Tom Cherukuri ’16 — “School Ground” Website for Creating Study Groups
Tiffany Chang ’19 — Lincoln-Douglas Debate Tournaments
H.W. Tucker Drew ’17, Piper Winkler ’17, and Emily Goss (Staff) — Quiz Bowl Tournaments
Moe Sunami ’17 and Hugh Jones ’17 — Studying and Living Entrepreneurship at Techstars

Abbot Academy Grants continued on page 3
THE SCENE

Schedule of Community and Extracurricular Activities

Wednesday, September 14
3–5 p.m.—Nutcracker Auditions
Children of faculty and staff who are in grades 1–3 and interested in performing in the December production of The Nutcracker are invited to audition.

Wednesday, September 21
1 p.m.—Tang Lunch and Discussion
Join us for a discussion about hybrid course development with Head of School John Palfrey. Pearson C.

Friday, September 23
6–8 p.m.—Addison Gallery’s Opening Reception
Free and open to the public. Addison Gallery.

Saturday, September 17
Taking Shape: Sculpture at The Addison
An exhibit of artworks in wood, bronze, ceramic, marble, stone, and mixed media begins. The Addison Gallery.

Thursday, September 22
Noon–1 p.m.—PA Community Book Club
This month, the book group will be discussing Americanah by Chimamanda Ngozi Adichie. Open to all adult PA community members. Mural Room, Paresky Commons.

Saturday, September 24
Making it Modern: The Folk Art Collection of Elie and Viola Nadelman
An exhibition of of works from a semi-nal folk art collection. Addison Gallery.

Fall Exhibition Season Opens at the Addison Gallery

This fall, visit the Addison to explore America through decorative arts, textiles, sculpture, drawing, painting, and photography in four new exhibitions. Now open, Manzanar: Photographs by Ansel Adams debuts a recent acquisition of 50 photographs by Ansel Adams documenting the Manzanar War Relocation Center in Inyo County, CA. In 1943, Adams was invited to create a photographic record of this government facility, in which hundreds of tarpaper barracks were built to house more than 10,000 people of Japanese ancestry—most of them American citizens—behind barbed wire and gun towers. This renowned and thought-provoking series touches on a wide range of topics, from documentary photography and the politics of representation to U.S. and world history, race, and identity. Also on view now, Eye on the Collection presents a wide range of works from the Addison’s holdings—both well-known and lesser-known—by artists including Albert Bierstadt, Ilse Bing, Isabel Bishop, Mark Bradford, Winslow Homer, Edward Hopper, George Inness, June Leaf, Charles Sheeler, Paul Strand, and James Abbott McNeill Whistler.

Opening September 17, Taking Shape: Sculpture at the Addison features works in wood, bronze, ceramic, marble, stone, and mixed media. From functional to decorative, roughhewn to painstakingly polished, and representational to abstract, this group of artwork is a testament to the limitless possibilities born out of artistic explorations in three dimensions. Taking Shape also serves as a complement to Making It Modern: The Folk Art Collection of Elie and Viola Nadelman, which will open September 24. Making It Modern, organized by the New-York Historical Society, examines sculptor Elie Nadelman’s seminal role in folk art collecting. Presenting approximately 100 objects originally owned by Elie and Viola Nadelman along with examples of Elie Nadelman’s own sculpture, the exhibition provides insights into the intersection of folk art and modernism.

Save Friday, September 23, for the Addison’s fall opening reception, which will be held from 6–8 p.m. The event and all exhibitions are free and open to the public. We hope to see you soon!

Strategic Plan News

It’s exciting to see campus buzzing again as we gear up for the start of 2016-2017! Continue to check Strategic Plan News in the Gazette and updates in our blog throughout the year (sp2014.andover.edu/blog). We will have a lot of exciting activities and plenty of news to share with you, including updates about the new 4x5 schedule (debuting fall 2017), the pilot of our Empathy & Balance curriculum for ninth-graders, and much more.

This week we were thrilled to hold our first faculty meeting and feature workshops led by Dr. Denise Pope, cofounder of Challenge Success (challengesuccess.org) and senior lecturer at Stanford Graduate School of Education, who provided thought-provoking insights into links between homework and academic achievement. Stay tuned next week for a more complete write-up about the workshops she led. For now, we wish you all the best as you get ready for the academic year!
**PA Community Book Club**

Open to all PA adult community members

Next Meeting: **Thursday**

**September 22**

12 pm to 1 pm

Mural Room, Paresky

NextBook: **Americanah**

By Chimamanda Ngozi Adichie

Copies available at the OWHL

Contact Belinda Traub (btraub@andover.edu) or Emily Goss (egoss@andover.edu) for more information

Cosponsored by the Head of School Office & OWHL
It was an exciting summer at the Tang Institute! Students and faculty traveled to nearly 20 Learning in the World locations (including faculty-led and affiliate programs), and visiting scholar in connected learning David Rea led our first hybrid course for middle-school students. We also enjoyed working with several Tang fellows to prepare for the launch of their Ideas Lab projects this fall.

We wish you a smooth start to the academic year and encourage you to visit the Tang Institute at an upcoming event! Visit our website at tanginstitute.andover.edu for regular updates.

Learning in the World
This summer, 16 faculty members and 95 students traveled domestically and internationally, to locations both near and far—including the Merrimack Valley, France, India, and South Africa. A total of eight faculty members also scouted potential program locations in China and Brazil. To participate in our LITW conversations, subscribe to our LITW newsletter at panethtml.andover.edu/litw.html.

Summer 2016: LITW Faculty-Led Programs:
- Berlin History, Culture & Language (Ben Duclos, Mary Mulligan, and Lisa Svec)
- Confluence, Merrimack Valley (Mark Cutler)
- Niswarth, India (Raj Mundra, Emma Staffaroni, and Catherine Tousignant)
- Piette Program, France (Claire Gallou, Debra Pickering, Libby Poland, and Ryan Wheeler)
- Russian Language (Victor Svec)
- South Africa & Arts (Ann Gardner, Allen Grimm, Erin Strong, and Onaje Woodbine)

For a full list of affiliate programs, please visit our website.

Scouting Locations, Professional Development Opportunities:
- China (Lilia Cai Hurteau, Derek Jacoby, Karin Knudson, and Elizabeth Monroe)
- Brazil (Peter Cirelli, Anthony Perry, LaShawn Springer, and Flavia Vidal)

Hybrid@Andover
Seeing in Patterns, Thinking in Code, a hybrid course that encourages students to look at problems from unique angles, ran during Summer Session. Students joined us on campus for the first half of the course, then returned home to participate in the second half online. For an inside look at course activities, visit David Rea’s blog (seeing-in-patterns.blogspot.com). The Tang team also worked with faculty members on a number of other upcoming hybrid pilots and on project planning for the year. To find out more, visit tanginstitute.andover.edu/hybrid-andover.

Ideas Lab
During the 2016-2017 school year, there will be several new and continuing connected-learning projects under way in our Ideas Lab. Topics will include mindfulness, scientific inquiry, sports psychology, learning disposition, and more. Learn more about the Ideas Lab at tanginstitute.andover.edu/ideas-lab.

Applications Welcome!
If you are a faculty member or a group of faculty and collaborators, consider applying to be a 2017–2018 fellow at the Institute. Please reach out to our team if you have an idea that you would like to discuss. The deadline for applications is early November, and the 2017–18 application will be available in the coming weeks at tanginstitute.andover.edu/fellows/apply.

Upcoming Events
This year, the Tang Institute’s Lunch & Discussion series aims to highlight the work of the PA community in many forms. The format will be discussion-based; a moderator will introduce a broad theme then invite contributors and the audience to offer comments and questions. Join us Wednesday, September 21, at 1 p.m., in Pearson C as the series kicks off with moderator John Palfrey leading a conversation about hybrid course development. For more on our events, visit tanginstitute.andover.edu/get-involved/events.
Be L.O.V.E.D Community Leadership Orientation

Thanks to the generous support from the Abbot Academy Association, tireless efforts of our colleagues in OPP, hospitality of our dorm faculty in the Knoll and our colleagues in Paresky, collaboration of folks from the Dean of Students Office, the Sykes medical and counseling teams, CAMD, Brace, Student Activities, Empathy and Balance, Tang, and the enthusiastic participation of faculty, staff, and administrative volunteers, this weekend we are hosting Be L.O.V.E.D. (Living Our Values Every Day): Community Leadership Orientation for 130 of our student leaders. We have invited our proctors, prefects, elected copresidents, and day student proctors/mentors to join us for a weekend of play, practice, reflection, and growth.

We will continue the good work that we began last spring to explore how we define leadership, examine how personal and community values inform our service as leaders, develop skills to cultivate and build self, team, and community, and explore practical strategies for keeping our community safe, inclusive, and healthy.

House counselors, please know that we have directed invited leaders to drop off their belongings in their own dormitories on Friday afternoon after they register. The students know that they should not impose or disrupt you or your families. We have asked them to communicate with you ahead of time to see if they should leave their belongings in their rooms (requiring you to unlock their rooms if you have already gone around to lock up) or in the common room (we wanted to give a local option here). They will have access to the dorm door with their BlueCards. Soon after, they will bring their bedding and small bag to the Knoll to move in for the weekend. They will clean up the Knoll dorms and move into their own dorms after our program finishes Sunday afternoon at 1 p.m.

All are welcome at any of our events or programs. We would love your participation. We will share this clip from the commencement address of the Dean of Harvard School of Education to set the tone on Friday night. If this piques your interest, come and join us! It is going to be FUN!

—Jenny Elliott and Raj Mundra
on behalf of the deans’ team

Oral History Training

In conjunction with English instructor Adrian Khactu, the Archives will offer an oral history training workshop for students and adults on campus who are interested in learning how to conduct ethical, substantive, and engaging interviews for qualitative research projects. Experienced anthropologists from the Vermont Folklife Center will lead the workshop in a conversational setting that includes exploring basic concepts, observing a demonstration interview, and conducting a mini-interview.

The workshop will be held on Saturday, September 17, from noon–3:30 p.m. in the Underwood Room. Those interested in attending should contact Paige Roberts, director of Archives and Special Collections, at proberts@andover.edu.

—Paige Roberts
Director of Archives and Special Collections

Nutcracker Auditions

The Department of Theatre and Dance will present The Nutcracker Friday, December 9, and Sunday, December 11. This community event offers opportunities for faculty, staff, and their children to participate.

Children in first grade and up are needed to fill children’s roles; auditions will be held on Wednesday, September 14, from 3–5 p.m. Several adults are also needed for the party scene. Rehearsals will take place once a week, likely Wednesday evenings from 6:30–7:45 p.m. We hope you’ll join us for this fun production! Adults willing to accept the challenge and those who have first- through third-graders interested in participating should email Judith Wombwell at jwombwell@andover.edu.

Paresky Commons’ Labor Day/Start of School Hours

| Friday, September 2 | Breakfast: 7–9:15 a.m.  
| Lunch: 11 a.m.–2 p.m.  
| Dinner: 5–7 p.m.  
| Saturday, September 3 | Hot Breakfast (2nd floor): 8–10:30 a.m.  
| Brunch: 10:30 a.m.–1:30 p.m.  
| Lunch: 7–9:15 a.m.  
| Dinner: 5–7 p.m.  
| Sunday, September 4 | Hot Breakfast (2nd floor): 8–10:30 a.m.  
| Brunch: 10:30 a.m.–1:30 p.m.  
| Dinner: 5–7 p.m.  
| Monday, September 5: | Breakfast: 7–9:15 a.m.  
| Lunch: 11 a.m.–2 p.m.  
| Dinner (1st floor only): 5–7 p.m.  
| International Student Dinner (2nd floor): 5:30–7 p.m.  
| Tuesday, September 6 | Breakfast: 6:30–9:15 a.m.  
| Lunch (Case Memorial Cage): 11 a.m.–2 p.m.  
| PLEASE NOTE: Staff should dine between 11 and 11:45 a.m. or after 1 p.m. to prevent overcrowding.  
| Dinner: 5–7 p.m.  
| Wednesday, September 7 | Breakfast: 7–9:15 a.m.  
| Lunch: 11 a.m.–2 p.m.  
| Dinner: 5–7 p.m.  
| Thursday, September 8 | Breakfast: 6:30–9:15 a.m.  
| Lunch: 11 a.m.–2 p.m.  
| Dinner: 5–7 p.m.  

Gazette submissions are due at gazette@andover.edu by 3 p.m. on Wednesday.
Fall Administrator and Staff Meeting

The fall 2016 administrator and staff meeting will be held Wednesday, October 5, from 3–4 p.m. in Kemper Auditorium. We look forward to seeing you there!

“Beyond the Call of Duty” Nomination Requests

Do you know a staff member or administrator who gives 100 percent effort across the board, whatever the task at hand? Does this person embody the spirit of non sibi in their work? Perhaps this employee is in your department, or perhaps he or she works across campus. Regardless of location, this is your go-to person when you are in a bind, even when you may not realize that you are!

Please help us recognize the extraordinary efforts of PA staff members and administrators; consider nominating your colleague for the annual Beyond the Call of Duty Award. Winners will be announced at the fall administrator and staff meeting Wednesday, October 5.

Please submit your nomination to lbennett@andover.edu by Wednesday, September 28. Submissions should be one to two paragraphs in length and include the following:

- Your name and department
- The name and department of the individual you are nominating
- An explanation or examples of how this person goes above and beyond the call of duty

If you need assistance with the nomination process, please e-mail lbennett@andover.edu or call ext. 4105.

The Spotlight Is on YOU!

Please notify human resources of professional accomplishments you recently achieved so that we can highlight them in the Gazette.

Financial Counseling Available with TIAA

The Academy is making individual, confidential financial counseling sessions with TIAA available to employees at no additional cost. Through these sessions, you can discuss your personal financial situation with an experienced TIAA financial consultant and learn how to achieve your goals by investing in solutions such as mutual funds, brokerages, life insurance, and annuities.

These sessions will provide you with a personalized actionable plan based on, among other things, your goals, time horizon, and individual risk tolerance.

The next meeting dates are as follows:

- Thursday, September 8: 8 a.m.–4 p.m., GW Hall, 2nd Floor Conference Room (full)
- Tuesday, October 18: 9 a.m.–4:30 p.m., GW Hall, 2nd Floor Conference Room
- Tuesday, November 15: 9 a.m.–4:30 p.m., GW Hall, 2nd Floor Conference Room
- Tuesday, December 20: 9 a.m.–4:30 p.m., GW Hall, 2nd Floor Conference Room

Space is limited. To reserve your individual session, please call TIAA at 866-843-5640 between 9 a.m. and 8 p.m.

Employee Wellness Fair: Save the Date!

The Employee Wellness Committee and the Human Resources office are pleased to announce that our seventh annual Employee Wellness Fair will be held Tuesday, October 4. More information will be provided in an upcoming issue of the Gazette.

Labor Day Staffing

To prepare for the opening of school schedule, department heads have been asked to ensure proper staffing on Labor Day in those areas that support academic and athletic programming. For most departments staffing will not be needed or will be limited; however, some areas may need to be partially or fully staffed. The goal for each department is to find the staffing balance of supporting Academy programming without over-staffing. We recognize that, for those working on the holiday, this is a big change and an inconvenience for you and your family. Please know that the Academy appreciates your dedication and support. According to the Staff Handbook Supplement, section 8, Holidays:

Hourly employees who work on a scheduled holiday have two options:

- they may receive a compensating day off during the same week as the holiday, unless preapproved by supervisor to take the day at another time; or
- they may be paid for the actual hours worked and the holiday (up to a maximum of 8 hours), plus overtime if the total eligible hours for the week exceed 40 hours.

Salaried staff employees who work on holidays must take a different compensating day off during the week of the scheduled holiday, as no overtime is available to exempt employees.

The Academy is making an exception to the policy to allow employees a longer period of time to use a compensating day off, if that option is selected. Staff and administrators will be compensated for the Labor Day holiday as shown on the tables on the following page.

Employment Opportunities

Administrative Assistant, Math Department

Phillips Academy seeks an administrative assistant to support the work of the math department chair and 29 instructors. The administrative assistant performs general secretarial and office tasks and assists faculty, staff, and students as needed. The successful candidate will be attentive to detail and well organized, and will enjoy interacting with students and teachers. Strong communication, writing, computer skills (Microsoft Office Suite), and the ability to work in a busy office with frequent interruptions are required. Hours are mornings (8:45 a.m.–12:45 p.m. preferred), 20 hours per week, Monday through Friday, during the academic year. This is a non–benefits eligible position with the exception of those required by law. A full background check is required. Review of resumes will begin immediately. Send a cover letter and
required by law, this is a non–benefits eligible position.

Dance Accompanist
The Phillips Academy Department of Theatre and Dance is seeking an experienced pianist to accompany their afternoon ballet classes through mid-November, with the possibility of continuing through February. The class schedule for the fall is roughly 2–5:30 p.m. Mondays, Tuesdays, Thursdays, and Fridays. This is an hourly position and more than one person could fill this role. With the exception of those benefits required by law, this is a non–benefits eligible position. A full background check is required. Review of resumes will begin immediately. Send cover letter and resume to hr@andover.edu.

PALS Seventh-Grade Master Teacher

About the Program
PALS is a two-year, year-round program that provides academic enrichment, study skills, and learning strategy support for Lawrence middle-school students and assists them with the high school application process. Established in 1988, PALS serves up to 45 students from UP Academy Leonard, UP Academy Oliver, and the Parthum Middle School. All students are recommended by their teachers and receive full scholarships to attend. PALS’s “secret to success” is the ratio of teacher-interns to students—1:2. The teacher-interns who are trained volunteers from Phillips Academy and Andover High School, are just a few years older than their students but are guided by a carefully planned curriculum and experienced master teachers. These teacher-interns act as powerful role models for the PALS students. The program’s name is derived from the key partners in this program: Phillips Academy, Andover High School, and the Lawrence Schools.

About the Role
As a leading member of the teaching team in the PALS Program, the seventh-grade master teacher position is a part-time role requiring a two-afternoon-per-week commitment during the academic year, in addition to a month-long summer program in July with daily commitments from 8 a.m.–4 p.m. The master teacher is a crucial

---

**Audio-Visual and Electronic Imaging Assistant (part time)**
The audio visual and electronic imaging assistant will provide technical assistance in video editing, image editing, printing, scanning, and using video cameras and digital cameras to students, faculty, and staff. Other duties include supporting equipment in the Polk-Lillard Center, booking rooms for classes and clubs, and tracking borrowed equipment. The assistant may also set up A/V equipment for campus events and/or video-record these events. Knowledge and experience with the following is preferred: video and digital camera operations, Macintosh OSX, Adobe Photoshop, and/or Final Cut Pro. Computer lab experience, student support experience, and familiarity with independent schools are preferred. Good judgment, creative problem-solving skills, ability to multitask, and level-headedness in a fast-paced environment are essential. This part-time position averages approximately 32 hours per month, including a 4-hour evening shift on Mondays and an 8-hour shift on Sundays. The number of Sunday shifts varies, and averages one to three Sundays per month. A full background check is required. To be considered, send a resume and contact information for three references to hr@andover.edu by September 6, 2016. With the exception of those benefits

---

**Employment and Benefits News continued from page 6**

**Labor Day Staffing Tables**

**Hourly employees (non-exempt)**

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>Working the holiday: Option 1</th>
<th>Working the holiday: Option 2</th>
<th>Not required to work the holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full year employees</td>
<td>Receive holiday pay for the hours worked</td>
<td>Take another day off in September. The day off is to be coordinated and approved by the manager (amount of time equal to regularly scheduled hours).</td>
<td>The employee receives a paid holiday</td>
</tr>
<tr>
<td>Academic year employees</td>
<td>Receive holiday pay for the hours worked.</td>
<td>Take another day off in September. The day off is to be coordinated and approved by the manager (amount of time equal to regularly scheduled hours).</td>
<td>The employee receives a paid holiday*&lt;br&gt;*This assumes that the employee has already worked during the 2016–2017 academic year.</td>
</tr>
</tbody>
</table>

**Salaried employees (exempt)**

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>Working the holiday: Compensation as follows</th>
<th>Not required to work the holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full year employees</td>
<td>Take another day off in September. The day off is to be coordinated and approved by the manager (amount of time equal to regularly scheduled hours).</td>
<td>The employee receives a paid holiday</td>
</tr>
<tr>
<td>Academic year employees</td>
<td>Take another day off in September. The day off is to be coordinated and approved by the manager (amount of time equal to regularly scheduled hours).</td>
<td>The employee receives a paid holiday*&lt;br&gt;*This assumes that the employee has already worked during the 2016–2017 academic year.</td>
</tr>
</tbody>
</table>

---

**Employment and Benefits News continued on page 8**
Employment and Benefits News continued from page 7

part of the PALS instructional team, working with the director, associate director, and eighth-grade master teacher to plan and to effectuate a tutorial enrichment program for up to 45 Lawrence middle-schoolers. The program takes place on site at Phillips Academy throughout the academic year on most Tuesday and Wednesday afternoons, as well as for a full month during the summer. The seventh-grade master teacher will play a key role in curriculum development, tutor training, testing, leading instruction in English or math (or both), and evaluating tutors and students. This position will receive an hourly rate remuneration during the academic year, and a stipend during the summer.

Ideal Candidate Profile

• Undergraduate degree required, master’s degree or teaching certificate preferred
• Experience teaching seventh through eighth, or ninth through twelfth grades
• Demonstrated experience and success in collaborative teaching environment
• Demonstrated experience with and knowledge of discussion-based and experiential learning
• Flexibility and adaptability in a fast-paced, dynamic environment requiring both the ability to take direction and the readiness to problem-solve
• Appreciation of the mission and culture of Phillips Academy and an awareness of private school admissions, both in Lawrence and beyond
• Exceptional communication skills (speaking and writing)
• Exceptional interpersonal skills
• Knowledge of Spanish preferred

Responsibilities and Duties

• Oversee seventh-grade academic year tutoring program on Tuesday and Wednesday afternoons.
  ◊ Evaluate and select (or develop) tutorial curricula, including comprehensive scope and sequence documents, unit plans, and instructional materials
  ◊ Organize and convene volunteers to meet the bus and tutor on Tuesday and Wednesday afternoons during the academic year
  ◊ Supervise tutors on site at academic year tutoring program
  ◊ Facilitate group meetings and assemblies, snack times, and other community events
• Oversee full-day seventh-grade summer program in July
  ◊ Lead subject-area seventh-grade tutor orientation for two days before July program
  ◊ Evaluate and select (or develop) tutorial curricula, including comprehensive scope and sequence documents, unit plans, and instructional materials
  ◊ Supervise tutors on site at summer program
  ◊ Facilitate group meetings and assemblies, snack times, and other community events
  ◊ Confer with director and associate director about rising seventh-grade candidates
• Confer with director and associate director about summer staff, academic-year student leaders, and volunteers
• Evaluate tutors and students and submit files to director
• Lead editorial team producing seventh-grade summer program newsletter
• Time commitment:
  ◊ Academic Year: ~5 hours per week when the program is in session (~18 weeks)
  ◊ Summer: ~35 hours per week for four weeks, plus orientation

How to Apply

To apply for this position, please visit our website or email Jolene Croteau at jcroteau@andover.edu.

Phillips Academy is committed to a policy of Equal Opportunity Employment and nondiscrimination in the treatment of employees or applicants for employment without consideration of race, ethnicity, religion, sex, age, sexual orientation, marital status, national origin, disability, veteran status, or genetic information.

Phillips Academy is an Equal Opportunity Employer.

—Leeann Bennett
Director, Human Resources


With the start of the school year rapidly approaching, work on the 2016-2017 Directory is well under way.

Making sure our information is correct is our top priority, and you can help make sure that we’ve dotted our i’s and crossed our t’s! In the next few days, faculty members will find a sheet in their campus mailbox that shows what their listing in The Directory will say. Please check it over and return it (with any changes marked) by Friday, September 9, to Human Resources. If you have any questions, please contact Stephanie Donovan at sdonovan@andover.edu.

Thanks for your help!

—Stephanie Donovan and Libby O’Brien
Human Resources and Communications departments