Student-Curated Exhibition Opens with Reception

_Blink: Memories Contained_, an exhibition curated by Phillips Academy students, will open at the Addison Gallery on **Wednesday, November 14**. The Addison is hosting an opening reception on **November 14** from 5 to 6:30 p.m., during which time the students will present a gallery talk. The event is free and open to the public.

:_Blink: Memories Contained_ brings together works by photographers such as Robert Frank, Danny Lyon, Oscar Palacio, and Francesca Woodman ’76, who take advantage of the fleeting nature of their medium, reflecting on the objects and subjects of memory, history, and nostalgia. The exhibition will be on view in the Museum Learning Center through **March 10, 2019**.

—Rebecca Mongeon

Communications Coordinator, Addison Gallery of American Art

Welcome to Arroyo’s Tonight

The Department of Theatre and Dance is proud to present its fall production, _Welcome to Arroyo’s_. This play by Kristoffer Diaz uses the history of hip-hop and a touching love story to explore the search for identity and sense of place. Throughout the show, the MCs spin, remix, and act as a Greek chorus, weaving the threads of the show about music and community together for the audience. Our student ensemble will perform two versions of the show.

The cast and crew of _Welcome to Arroyo’s_ includes Joshua Fry ’21, Luis Placido Geronimo ’20, Karen (Samantha) Guzman ’22, Brian Ko ’19, Hilena Misganaw ’21, Isatys Perez ’21, Melina Powell ’20, Case Rosenfelt ’22, Pablo Sanchez ’19, Denise Taveras ’21, and Emily Xia ’22. _Welcome to Arroyo’s_ is stage managed by Thania Martinez ’21, assistant directed by Zar Cordova-Potter ’20, and features original costume designs by Chi Igbokwe ’21, lighting designs by Minji Shin ’20, and sound designs by Alex Mitchell ’22.

Performances of _Welcome to Arroyo’s_ are **Friday, November 9**, at 8 p.m.; **Saturday, November 10**, at 8 p.m.; and **Sunday, November 11**, at 2 p.m. in Steinbach Theatre. Tickets, which are $5 each, may be reserved by calling the box office at ext. 4433.

—Rachel Andersen

Administrative Assistant, Theatre and Dance Department
THE SCENE

Community and Extracurricular Activities

Friday, November 9
5:30 p.m.—Shabbat Service
Paresky Commons.

7 p.m.—Veterans Day Tribute/Pep Rally
Special tribute to Veterans prior to the pep rally. Phelps Stadium.

8 p.m.—Welcome to Arroyo’s Steinbach Theatre, GW Hall.

Saturday, November 10
8 p.m.—Welcome to Arroyo’s Steinbach Theatre, GW Hall.

Sunday, November 11
2 p.m.—Welcome to Arroyo’s Steinbach Theatre, GW Hall.

3 p.m.—Academy and Symphony Orchestras Concert
Cochran Chapel.

3:30–5:30 p.m.—Knitting Group
Classroom 15, Cochran Chapel.

Wednesday, November 14
5–6:30 p.m.—Art Gallery Opening Reception
Exhibition opening and student talk. Addison Gallery.

Religious Scene

Friday, November 9
5:30 p.m.—Jewish Shabbat Service

Sunday, November 11
3:30–5:30 p.m.—Interfaith Knitting Group
Led by Mary Kantor, Catholic chaplain. Classroom 15, Cochran Chapel.

5:30–6:30 p.m.—Catholic Confirmation Class
Led by Mary Kantor, Catholic chaplain. Open to all grades—ninth through postgraduate. To sign up or for more information, please email mkantor@andover.edu. Classroom 15, Cochran Chapel.

6 p.m.—Protestant Service
Led by the Reverend Anne Gardner, protestant chaplain and director of spiritual and religious life. Special music by The Phillips Academy Gospel Choir, Michael Belcher, director; Abbey Siegfried, advisor. Cochran Chapel.

6:45–7:30 p.m.—Roman Catholic Mass
Overseen by Mary Kantor, Catholic chaplain, with priests of the Archdiocese of Boston presiding. A reception will follow. Kemper Chapel, Cochran Chapel.

Veterans Day Tribute/Pep Rally
Come join us on Friday, November 9, for a special tribute to our veterans prior to the start of the Andover/Exeter pep rally, which begins at 7 p.m. in Phelps Stadium (rain location is the gym).

Members of Azure, the Yorkies, and Drumline, as well as students involved with the Andover and the Military club, will be part of the festivities. During the flag presentation we will fete those in our community who have served in the armed services.

Come be part of our wave of thanks!

—The Reverend Anne Gardner
Director of Spiritual and Religious Life

Fall Theatre and Dance

The Nutcracker
choreographed by Judith Wombwell

Saturday, December 8 • 7:30 p.m.
Sunday, December 9 • 2:30 and 7:30 p.m.
Monday, December 10 • 2:30 p.m.

Tang Theatre

Gazette submissions are due at gazette@andover.edu by 3 p.m. on Wednesday.
Sunday Funday is Back

Sunday Funday, a community engagement program that brings together faculty and staff members, student volunteers, and the children of faculty and staff members, is back! Coding with Maria Litvin is scheduled for Sunday, December 9.

Children K through 5th grade will meet from 10 to 11 a.m. and children 6th through 12th grade will meet from 11 to 12 p.m. We will meet in the Morse building room 101 and 103.

If you would like to sign up your child(ren), please do so before noon on Friday, December 7, by using the link: https://goo.gl/forms/ZW5K7bqQdA57XBfr2. Please bring a computer: lap top or iPad if you have one.

If you have any questions, please email ecliquethughes@andover.edu.

— Emilie Cliquet Hughes
Community Engagement

Apply for the Brace Faculty Fellowship

The Brace Center for Gender Studies is pleased to invite applications from faculty colleagues for the 2019 calendar year Brace Faculty Fellowship. The Brace faculty fellows’ FTEs will be adjusted, in consultation with the dean of faculty, to accommodate an appropriate workload reduction.

Candidates interested in the position should submit proposals that center on gender-based inquiry of issues stemming from their areas of expertise (academic, athletic, residential, and/or co-curricular). Preference will be given to proposals that merge the candidate’s professional background and/or interest in gender issues and a desire to use the fellowship research to help advance the broader campus agenda of gender equity and inclusion. Proposals that address gender from an inter/multidisciplinary and intersectional perspective are encouraged. At the end of the research project, the Brace faculty fellow will be expected to share findings with colleagues and the broader community.

Interested colleagues should submit a CV and a detailed project proposal to Flavia Vidal by Friday, November 9. The proposal should include the following; a statement of interest; an abstract describing the issue to be researched and its value for the candidate and for the community; the research question, project framework, and methodological approach; and a preliminary bibliography.

Questions should be directed to fvidal@andover.edu.

—Flavia Vidal
Director of the Brace Center

Extend Your Course with Canvas LTIs

LTI is short for “learning tools interoperability” and is a way to hook external websites or services into a Learning Management System (LMS). In Canvas, LTIs are known as External Apps, and here at PA, every course has at least one installed already—Kaltura/ MediaSpace, which adds a button to the Rich Content Editor, and adds the My Media and Media Gallery items to course navigation.

You can add other LTIs to your Canvas course by going to Settings, and then clicking the Apps tab at the top. You can scroll through the list of what’s available, or search for one that you’d like to add. The most popular apps among your colleagues this term include Khan Academy, Quizlet, YouTube, the College Board, and the Redirect Tool, which lets you add your own links to your course navigation.

Interested in extending your course with LTIs like this, or seeing what else is available? Contact David Mallick (dmallick@andover.edu) or Jen Dick (jdick@andover.edu).

—David Mallick
Manager, Learning Management Systems
Diwali Celebration

Diwali, the “Festival of Lights,” began this week. One of the major celebrations in the Hindu faith, Diwali will take place through Saturday, November 10.

In recognition of this observance, the columns of Samuel Phillips Hall will be lit for the duration of Diwali. We hope you will enjoy this brief but festive addition to our campus.

—The Reverend Anne Gardner and members of the Hindu Student Union

Thanksgiving Meals for Neighbors in Need

Last year, our community came together to create 80 Thanksgiving meals that were distributed to families in the Merrimack Valley through our longtime community partner Neighbors in Need. We hope to donate as many—or more—this year.

We have been assured by Neighbors in Need that the items and brands we are collecting are the ones families have specifically requested and that the 1,400 families that have signed up for a meal have a way of preparing it, even after the gas explosions.

If you missed the sign up this past Wednesday, November 7, in Paresky Commons, you can also sign up by visiting https://goo.gl/forms/WTftHnjAH8yQxOQC2.

Groups will have a few weeks to gather the necessary items; boxes of meals must be dropped off on Monday, November 19, between 11 a.m. and 1 p.m. in the Case Memorial Cage parking lot. OPP has generously donated a moving truck for us to load the meals into, and we hope to fill it.

Once you sign up, Neighbors in Need assigns the meal to a family in the Merrimack Valley, so please only sign up if you can definitely provide and drop off the meal on Monday, November 19.

If you have any questions, please contact Emilie Cliquet Hughes (ecliquethughes@andover.edu) or Nancy Lopez (nlopez@andover.edu).

—Emilie Cliquet Hughes
Office of Community Engagement

Classifieds

Pet Sitter Needed: We are looking for a college-age or older dog sitter who would be willing to take care of our young bearded collie, Brody, for occasional weekends and longer vacations (one week or so) in our home near campus. Brody is a fun-loving, bouncy boy who needs regular walks and attention. Our house is near campus, has a fenced yard, and is walking distance from downtown. We have a large guest room for you, the dog sitter. While we have no immediate plans for a vacation away, we would like to find a dog sitter now who can get to know us and Brody. This would be a great job for a college-age child who is around Andover from time to time and would like their own space (and job!). Please email epoland@andover.edu if interested.

Presentation: The Ascent of Woman

Amanda Foreman, author of the award-winning best sellers Georgiana, Duchess of Devonshire and A World on Fire, will deliver a presentation, The Ascent of Woman, on Friday, December 7, at 7 p.m.

Foreman attended Sarah Lawrence College and Columbia University and went on to receive a doctorate in 18th-century British history from Oxford University in 1998. Nominated for several awards, Georgiana, Duchess of Devonshire won the Whitbread Prize for Best Biography in 1998 and has been translated into a dozen languages. The book has inspired a television documentary, a radio play starring Dame Judi Dench, and the movie The Duchess, starring Keira Knightley and Ralph Fiennes.

In addition to regularly writing and reviewing for newspapers and magazines—including a popular column in the Wall Street Journal, Foreman has served on many juries, including the Orange Prize, the Guardian First Book Award, and the National Book Awards. Most recently, she created the BBC/Netflix four-part documentary The Ascent of Woman.

The presentation—a Brace Center for Gender Studies event—will take place at Kemper Auditorium on 5 Chapel Avenue in Andover and is free and open to the public.

—Flavia Vidal
Director, Brace Center for Gender Studies
Marking the Armistice Day Centennial

This November marks the 100-year anniversary of Armistice Day, the day a cease-fire agreement was signed between Germany and the Allied Powers, bringing World War I to a close.

In remembrance of those who served in the Great War, Memorial Bell Tower’s bells will chime at 11 a.m. on Sunday, November 11, in unison with others across the nation that are participating in Bells of Peace, an event sponsored by the World War I Centennial Commission.

—Mary Corcoran
Office of Alumni Engagement

Symphony and Chamber Orchestras Perform

The Academy Symphony and Chamber Orchestras will present a concert at 3 p.m. on Sunday, November 11, in Cochran Chapel. Included in the program will be Soon Hee Newbold’s Orion and the Scorpion, performed by the Amadeus Chamber Orchestra under the direction of Elizabeth Aureden. The Symphony Orchestra, under the baton of Derek Jacoby, will perform Capriccio Espagnol by Rimsky-Korsakov. The Chamber Orchestra, also led by Jacoby, will perform the first movement from Schubert’s Symphony No. 5 and the first movement of Mozart’s Piano Concerto No. 23 in A Major K. 488, with senior soloist Eden Cui performing on piano. Christina Landolt will lead the Chamber Orchestra in Jánaček’s Idyll.

The concert is free and open to the public. For more information, please contact the Music Department at ext. 4260 or music@andover.edu.

—Wendy Heckman
W.B. Clift Music Librarian

Educational Forums Kick Off with Book Discussion

Courageous Conversations, in partnership with Memorial Hall Library, Showing Up for Racial Justice, and the Social Justice Coalition of Andover, is kicking off its third year of educational forums with a book discussion of So You Want to Talk About Race by Ijeoma Oluo. All are welcome whether or not you have read the book. The discussion will be led by facilitators Michael Eatman, director of community life at Pike School; and Rev. Julie Mavity Maddalena, adjunct professor at Southern Methodist University and interim pastor at Georgetown Congregational Church. In this New York Times bestselling book, Oluo offers a guidebook for those who want to confront racism and white supremacy in their everyday lives but are unsure where to start. "With a clever approach that uses anecdotes, facts, and a little humor, the author challenges all readers to assess their own beliefs and perceptions while clearly looking at polarizing issues," states the Library Journal. Please join us for an illuminating and provocative evening at Memorial Hall Library on Tuesday, November 13, at 7 p.m. Sign up at mhl.org/calendar.

—Deb Olander
Instructor in Mathematics, Statistics, and Computer Science Sabbatical, Full Year

Academic Council Meeting Minutes

Thursday, November 1, 2018

In attendance: Clyfe Beckwith, Susan Esty, Andy Housiaux, Lilia Cai-Hurteau, Chris Jones, Karin Knudson, Christina Landolt, Erin McCloskey (scribe), Elizabeth Meyer, Caroline Odden, Kurt Prescott, Jim Ventre, Judy Wombwell, Thayer Zaeder

The bulk of our meeting time was devoted to professional learning. Lilia Cai-Hurteau facilitated a professional learning community-building exercise, in which we read and chose among short “passion profiles” that described different ways in which educators find meaning and motivation in their work. Then, we engaged in individual journaling, small group reflection, and large group discussion about the implications of our educator identities for students.

Also, we were reminded about two upcoming tech weeks and performances: Welcome to Arroyo’s, November 9–11, and The Nutcracker, December 2–10. Please be in touch with Allen Grimm or Judy Wombwell, respectively, if you have concerns about students during that time.
SAC Meeting Minutes
Monday, November 5, 2018


Calendar:
Clyfe Beckwith submitted a preliminary draft of next year’s academic calendar. With our new class schedule, we focused on the number of class days, total number of minutes of instruction, and number of nights in the dorms for house counselors. Currently, the team is considering two long weekends or Fall Term ending earlier — this would include a two-week vacation during the Thanksgiving holiday. To moderate the community’s pace of life, Clyfe and his team hope to implement “spacer days.”

Pilot Screening:
Linda Carter Griffith introduced a discussion around piloting a screening for mental health and adolescent depression.

Columbia Gas Update:
As the Columbia Gas project progresses, it is unclear if they will be able to keep to their scheduled end-date. Ferd Alonso has been working diligently to help lessen the effects of this calamity on our community. There will be further updates as Columbia Gas continues to respond to our needs.

Athletic Director Search Committee:
Pat Farrell and Nancy Jeton updated the SAC on the progress for the search for the new athletic director. Two of the three finalists have interviewed and we welcome our remaining candidate for interviews next Tuesday, November 13.

Dean of Students:
Jenny Elliott expressed gratitude for support from our community for the many ways we help our students. Jenny and two cluster deans attended the annual deans of students gathering at Taft (DOES). Topics we addressed included policies for student room visiting, strategies for preventing and investigating sexual assault, and all-gender housing options.

The Steve Fund and University of Texas at Austin:
Linda Carter Griffith, Suzanne Heon, Sandra Lopez-Morales, and LaShawn Springer are planning to attend the fifth annual Young, Gifted & @Risk Symposium at the University of Texas at Austin next week. The Steve Fund, an organization that seeks to support mental health and emotional well-being of students of color, has collaborated with UT Austin for the symposium.

The 50% (Things We Are Too Scared to Say):
Linda Carter Griffith commented on the power of narratives as manifested in the play, The 50%, performed last Friday. The performance focuses on racial, gender, and sexual identity and will be reprised for juniors during MLK celebrations.

Dean of Faculty:
Pat Farrell reflected on the necessary coordination of the details related to retirements, sabbaticals, and leaves of absence for faculty.

Office of Admission:
Jim Ventre reflected appreciation for the recent support from Alumni Admission Representatives (AARs). Over the course of the fall, AARs have participated in several on- and off-campus interviewing events, which continues to help meet the high demand for interviews annually.

Secretary of the Academy:
Thom Lockerby expressed gratitude to Clyfe Beckwith and Linda Carter Griffith for their recent and upcoming conversations with the staff in OAR. Thom and his team look forward to welcoming the Andover Development Board to campus this weekend.

The Association of Business Officers at Private Schools (ABOPS):
ABOPS represents the business offices at 40 peer schools. Andrea Nix, Ferd Alonso, and Sharon Kramer look forward to attending and sharing insights gained from the conference.

Head of School:
John Palfrey expressed heartfelt gratitude to the SAC for the expediency and accuracy of the written reports to the Fall Board of Trustees Report. Palfrey looks forward to enlightening and productive conversations with the Board this weekend. Among other events, Palfrey looks forward to the joint luncheon session with the Board of Trustees and members of the Andover Development Board regarding the theme of Building Community at Andover Through Music.
Administrative Evaluation for Beth Friedman, Director of Outreach and Summer Session

This winter, Beth Friedman will participate in a comprehensive administrative evaluation. Those who work directly with her have been asked to complete a feedback survey. In addition, any faculty or staff member who wishes to participate in her evaluation is invited to do so by submitting written comments to Pat Farrell, dean of faculty, by Friday, November 30. The following three questions are standard in the evaluation process and may help you focus your responses. They are suggested only to supply a starting point for your thoughts.

• What does the administrator do well in her job?
• How can she be supported in her work?
• Do you have suggestions for what she can improve or how the institution can support such growth?

As you prepare your evaluation, please keep in mind Friedman’s responsibilities. As director of Summer Session, Friedman manages a year-round office staff of six, oversees all marketing and recruitment strategies, assigns campus facilities during the summer and is responsible for hiring deans, program coordinators, teachers, and teaching assistants.

As director of the outreach programs (Andover Bread Loaf, Institute for Recruitment of Teachers, Mathematics and Science for Minority Students, and PALS), Friedman works with and oversees the four individual outreach directors on all operational, financial, and personnel aspects of the programs. This role includes meeting regularly with the outreach directors during the academic year.

Reporting to the dean of faculty, Friedman is the summertime lead contact person with Office of the Physical Plant, dining services, and the athletic department and manages decision-making associated with determining programmatic use of the Academy’s physical plant. The director also works collaboratively with the Office of Academy Resources and the director of Communications in support of outreach programming, publications, publicity, fundraising, and research. The director collaborates with the Academy’s administration to advance the institution’s progressive mission of promoting intellectual growth, character development, and diversity.

—Yasmine B. Allen
Associate Dean of Faculty; Instructor in Spanish

Learning in the World: Calling Student Applications

Encourage your students to apply to a Learning in the World (LITW) program and engage with different cultures locally and globally! With programs in various regions of the world, LITW gives students the chance to participate in an in-depth, off-campus learning experience that engages them directly with diverse practices and perspectives, history, arts, and surprising and enlightening encounters. This year Andover students may choose from 10 faculty-led programs offered during spring break and summer and several affiliate programs. Deadlines for faculty-led program applications are Saturday, December 1, and Saturday, January 5, 2019, depending upon the program. Affiliate program deadlines vary.

For more information about program offerings and new policies this year, please visit our online blog post (https://tanginstitute.andover.edu/blog/2018/students-learning-in-the-world-application). Also watch the video, “Student Reflections,” and hear directly from global ambassadors—students who have participated in a LITW program—about their experiences.

Own a Story of Heroism, Friendship, Thanks to the Class of 1943

The Class of 1943 has honored the non sibi life led by its late classmate Captain Thomas J. Hudner Jr. ’43 by funding the purchase of 80 copies of Devotion: An Epic Story of Heroism, Friendship and Sacrifice to share with the PA community.

Author Adam Makos’s description: Devotion tells the inspirational story of the Navy’s most famous aviator duo, Lieutenant Tom Hudner and Ensign Jesse Brown, and the Marines they fought to defend. A white New Englander from the country-club scene, Tom passed up Harvard to fly fighters for his country. An African American sharecropper’s son from Mississippi, Jesse became the navy’s first black carrier pilot to defend a nation that wouldn’t even serve him in a bar. While much of America remained divided by segregation, Jesse and Tom joined forces as wingmen in Fighter Squadron 32... When one of the duo is shot down behind enemy lines and pinned in his burning plane, the other faces an unthinkable choice: watch his friend die or attempt history’s most audacious one-man rescue mission. A tug-at-the-heartstrings tale of bravery and selflessness, Devotion asks: How far would you go to save a friend?

Hudner received the Medal of Honor award for his efforts to save his squadron mate, and the USS Thomas Hudner, an Arleigh Burke-class destroyer, is named to honor Captain Hudner’s choices and career, and will be commissioned into the country’s fleet on December 1, in Boston.

Pick up a free book, thanks to the generosity of Captain Hudner’s classmates, in the Faculty Mailroom, from the Office of the Head of School bookshelf, or from the Circulation Desk at the library.

—Grace E. Curley ’81, P’20
Director of Gift Planning

TANG INSTITUTE AT ANDOVER

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—Grace E. Curley ’81, P’20
Director of Gift Planning

Gazette submissions are due at gazette@andover.edu by 3 p.m. on Wednesday.
Equity & Inclusion Committee Meeting Minutes
Friday, November 2, 2018

In attendance: Jessica Acosta-Chavez, Yasmine Allen, Michael Barker, Leeann Bennett, Monique Cueto-Potts, Derek Curtis, Sarah Driscoll, Susan Esty, Anne Gardner (scribe), Linda Griffith, Sandra Lopez-Morales, Raj Mundra, Amy Patel, Eric Roland, Ken Show, LaShawn Springer, Tracy Sweet, Flavia Vidal

Given the theme for this academic year, the meeting began with a chorus of expressions of gratitude: for the Remembrance service, for the launch of the upper year EBI program, for the theater shows exploring identity, for the resources outlined in the most recent message from Rabbi Swartz, and for the availability of multiple training and professional development opportunities.

This was followed by an assortment of announcements regarding programming including a talk by Neil Lazarus on Friday, November 2nd (sponsored by JSU), the first Brace Center Fellow presentation on Monday, November 5th (Serena Liu ’19), a conversation with Anthony Jack on Tuesday, November 6th, and various events in observance of Veterans Day. In addition, it was noted that the CAMD team had sent out a request for proposals for this year’s MLK Day programming. Adults and students are encouraged to submit their ideas by the November 14th deadline.

The remainder of the meeting was spent strategizing and discerning the best approach for gathering additional information based on the results of the recent climate survey. It has been four years (October 2014) since our participation in the Assessment for Inclusivity and Multiculturalism (AIM) survey. The insights garnered from this exercise, in part, helped launch the E and I pillar of our strategic plan. Given the potential for such impact with this upcoming survey, great care and thought has been directed into how best to craft this latest outreach effort.

Further considerations include a review of what steps have already been taken since the results of the AIM survey were initially revealed. How has Andover evolved since the days of F=E, the start of the Girls Leadership Program, and the creation of the co-president model? What affect has the growth of social media had on our campus life? In what ways has the EBI curriculum changed both our curriculum and culture? How has our language evolved? And finally, should we be asking the same questions, different questions, and how will these choices inform the answers provided?

In addition, more mechanical concerns were also discussed including timing, scope, scale, and in particular, the pros and cons of designing questions to more deeply engage with data we have already gathered versus a more generative approach.

LaShawn agreed to create a Google document to act as a repository for various committee members to submit preliminary ideas and questions.

Due to the trustee meetings, the E and I committee gathering scheduled for Friday, November 9th has been cancelled. The group will reconvene during assessment week, given availability, for the final meeting of the term.

Employment and Benefits News

2019 Holiday Calendar
The 2019 holiday calendar for administrators and staff is available on the Human Resources page on PAnet.

HR At Your Service
Because understanding your benefits is an important part of your experience at Phillips Academy, the human resources team would like to provide you with an opportunity to learn more about employee benefits in a way that is meaningful to you. As such, we will begin a monthly series called HR at Your Service. Each month, we will highlight a benefit in the Gazette, and then members of the human resources team will be available during lunchtime in Paresky Commons for you to stop by and learn more about your employee benefits!

The first HR at Your Service will be in Upper Left of Paresky Commons from 11 a.m.–1:30 p.m. on Thursday, November 15. Please come and learn more about the Employee Assistance Program (EAP), see the EAP website, pick up handouts on how to handle holiday stress, as well as other handouts. We look forward to seeing you there!

More information regarding the EAP can be found in this week’s Employee Benefit Spotlight below.

Employee Benefit Spotlight: Employee Assistance Program (EAP)

With the holidays rapidly approaching, we wanted to highlight how the EAP can help you through the demands and expectations of the holiday season. The holidays are supposed to be a time of warmth, joy, and excitement. And for many people, they are. However, the anxiety of having too much to do in too little time, the pressure of unrealistic expectations, and the tendency to overeat and overspend can easily overshadow holiday happiness. The EAP is here to help!

continued on page 9
The EAP offers confidential, short-term counseling from Licensed Professional Counselors for a full range of personal issues and achieving a healthy work/life balance. In a crisis, emergency help is available 24/7. You may be referred to the appropriate professional for in-depth, long-term help. In addition, EAP counselors can help you with stress; depression; anxiety; marital relationships; family/parenting issues; anger, grief, and loss; drug and alcohol abuse; and more. Work/Life Specialists are also available to help you find the right resources, including access to self-guided webinars, to help you find supportive services with issues such as elder care, child care, legal concerns, parenting, adoption, and more!

The EAP can be reached 24/7 at 1-800-854-1446 (multilingual) or via their website (www.unum.com/lifebalance).

TIAA Financial Counseling

The Academy provides individual confidential financial counseling sessions with TIAA at no additional cost. In 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.

Upcoming dates for TIAA sessions are:

- Wednesday, November 14
- Wednesday, December 12

Appointments are available from 9 a.m. to 4:30 p.m. and are held in the second-floor conference room in GW Hall. Space is limited. To reserve your individual session, please call TIAA at 866-843-5640 between 9 a.m. and 8 p.m.

Employment Opportunities

**STAFF POSITIONS**

**Administrative Assistant, Peabody Institute of Archaeology**

Have you ever wanted to work in an archaeology museum? This might be the position for you! The job combines standard office administrative duties, work on marketing and promotion, and the opportunity to assist with our significant object, archival, and photographic collections. Reporting to the Director at the Robert S. Peabody Institute of Archaeology, the Administrative Assistant is a 30-hour / week position. S/he will help manage budgets, prepare expense reports, coordinate with vendors, format and distribute our monthly newsletter and other marketing materials, help plan events, and provide support to the collections program, including work with artifacts, archives, and historic photos. This is an opportunity to do more than office administrative work!

The position requires a self-motivated, meticulous, and organized individual committed to assisting the museum reach its goals, including the application of archaeology and anthropology in the high school classroom and repatriation work with Native American tribes. The successful candidate will work with a dynamic group of individuals on the Phillips Academy campus where our museum is located.

The successful candidate will have a Bachelor’s degree and at least some coursework in anthropology, archaeology, or allied social science or museum studies program. Two to three years of experience in an office administrative capacity is also required. The successful candidate will serve as the primary greeter and receptionist for our small museum, so excellent communication skills, both written and verbal, are essential, as is an interest in working in a small team environment. Knowledge of and proficiency with Microsoft Office and Adobe products is necessary, along with the ability to learn specific software used by Phillips Academy in budgeting and marketing. We are in search of an inquisitive, outgoing, and dedicated individual to join our busy team!

A full background check is required. Please apply online at: http://www.andover.edu/employmentopportunities by Wednesday, November 21, 2018.

**Accounts Receivable Specialist**

The Accounts Receivable Specialist performs cash receipts, general accounting, and bank reconciliation tasks, in the Comptroller’s Office which require the understanding of basic accounting concepts, the skilled use of office equipment and MS Office software. This position also processes annual enrollment contracts from parents/legal guardians.

This position involves a large volume of data-driven transactions in cash receipts, general ledger accounting, word processing, and spreadsheet preparation, including ability to enter new data into established files, edit data in existing records, and create, modify, reformat, and analyze reports when necessary.

Five to seven years related experience in an accounting support function essential. Three years of experience may be substituted for an Accounting Degree. Knowledge of standard accounting, and excellent computer skills required (Microsoft Word and Excel for Windows). Ability to communicate effectively with others, excellent customer service skills, ability to remain composed during difficult customer service type situations, ability to handle confidential and sensitive information discreetly.

If interested, please complete an application and include a resume and cover letter outlining the reasons for your interest in this position via http://www.andover.edu/employmentopportunities.

*Phillips Academy is an equal opportunity employer.*

—Leeann Bennett

*Director of Human Resources*