POSITION DESCRIPTION

Position Title: Associate Director of College Counseling
Employment Category: Faculty
Permanent/Temporary: Permanent
Reports to: Dean of College Counseling
Exempt/Non-exempt: Exempt
Schedule: 12 months
Benefits Eligible: Yes

SUMMARY DESCRIPTION

The College Counseling Office is a collaborative department dedicated to supporting and guiding our students and their families as they consider a wide variety of colleges and universities. We help evaluate the programs and schools that will be best for them – academically, socially, and financially. In our supportive college counseling environment, students learn to establish goals based on interests, to manage the tasks involved in a complex process, and to make healthy and confident decisions about the next step in their education.

Our department partners with Faculty and Advisors, School Counselors, and members of the Student Services Department to support our students. We welcome diverse perspectives and encourage creativity and optimism as we counsel families throughout the college planning process.

The Associate Director of College Counseling is an integral member of our team and will work alongside two college counselors and an assistant college counselor to meet the educational and logistical responsibilities of the College Counseling Program.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- Managing a caseload of students, providing strategies, advice, support, and guidance to those students and their families throughout the college application process and in making the best individualized choice for college.
- Meeting with students individually and in groups to educate and empower them on how to navigate the college process, admissions trends, and college options.
- Assisting students to identify resources for scholarships and financial aid for colleges and universities.
● Assisting students with the calendar of all standardized testing, including scheduling test dates, registering students, arranging for special “prep” classes, administering the tests, and providing pre- and post-test counseling.
● Supporting students through applications based on special interests (athletics, visual arts, performing arts) or academic interests (engineering, business, psychology)
● Conducting events and educational outreach for both the student and parent communities.
● Creating and submitting materials to colleges in support of college applicants.
● Writing recommendations for students applying to college.
● Facilitating visits between students and college representatives at the school.
● Working with international students to navigate the US college admissions process.
● Conducting events and educational outreach for both the student and parent communities.
● Creating and submitting materials to colleges in support of college applicants.
● Writing recommendations for students applying to college.
● Assisting students with the calendar of all standardized testing, including scheduling test dates, registering students, arranging for special “prep” classes, administering the tests, and providing pre- and post-test counseling.
● Supporting students through applications based on special interests (athletics, visual arts, performing arts) or academic interests (engineering, business, psychology)
● Conducting events and educational outreach for both the student and parent communities.
● Creating and submitting materials to colleges in support of college applicants.
● Writing recommendations for students applying to college.
● Facilitating visits between students and college representatives at the school.
● Working with international students to navigate the US college admissions process.
● Conducting events and educational outreach for both the student and parent communities.
● Creating and submitting materials to colleges in support of college applicants.
● Writing recommendations for students applying to college.
● Assisting students with the calendar of all standardized testing, including scheduling test dates, registering students, arranging for special “prep” classes, administering the tests, and providing pre- and post-test counseling.
● Supporting students through applications based on special interests (athletics, visual arts, performing arts) or academic interests (engineering, business, psychology)
● Conducting events and educational outreach for both the student and parent communities.
● Creating and submitting materials to colleges in support of college applicants.
● Writing recommendations for students applying to college.
● Facilitating visits between students and college representatives at the school.
● Working with international students to navigate the US college admissions process.

QUALIFICATIONS

● Three - five years of experience in a college admissions office and/or experience in a secondary school college counseling program (preferably in an independent school);
● Bachelor’s Degree, Master’s degree in education or related field preferred.
● A broad understanding of current trends and issues in college admissions;
● Ability to work well with students, parents, faculty, and college admissions officers;
● Superior organizational, communication and interpersonal skills, as well as creativity, good humor, and willingness to counsel a diversely talented group of students through an emotionally charged time in their lives are required.
- Candidates must also be willing to work closely with departmental colleagues in a collaborative, dynamic setting.
- The candidate will have experience and an understanding of the importance of identity consciousness in the college admissions process.
- The candidate will have a demonstrated commitment to a supportive inclusive working environment.

**PHYSICAL DEMANDS**

- The ability to sit at a computer for long periods of time.
- The ability to travel around the campus as needed.