

(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster

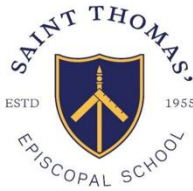
College Counselor Reports to the Headmaster

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate, experienced, and dependable College Counselor to join our team. Responsibilities will include but are not limited to, supporting all the functions of the College Counseling Office, The Head of the Upper School Office, and administering standardized exams in the Upper School. The College Counseling Coordinator is responsible for managing numerous specialized projects and the daily operation of the College Counseling Office as well as serving as support to the Head of Upper School. The coordinator works collaboratively with the Director of College Counseling and the Head of Upper School in all matters related to the operations of both offices. They will be responsible for the coordination and management of the AP, PSAT and Pre-ACT exams. Additional tasks include, but are not limited to, creating content and editing communications for the College Counseling Office/Head of Upper School Office, preparing college application documents, event planning, scheduling college visits, and data management for college counseling. Excellent oral, written, and interpersonal communication skills in a diverse environment are essential. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Possess a strong desire and enthusiasm to work with a diverse population of Upper School students and their families in an independent school setting
- Maintain confidentiality in all matters related to student records
- Responsible for the successful coordination and administration of the PSAT, Pre-ACT, and AP Exams
- Collaborate with the school's SSD coordinator to make sure students' testing accommodations are met
- Assist in drafting/editing documents and communications from the College Counseling Office and the Head of Upper School Office
- Maintain updated calendars, be thoughtful and thorough in communication with all stakeholders about events related to college counseling



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- Assist with the creation, assembly, maintenance and delivery of confidential student records, midyear and final transcripts
- Schedule, coordinate, and welcome college visitors to the College Counseling Office
- Work with the Director of College Counseling and the Head of Upper School to coordinate events including but not limited to student workshops, parent's night, open houses and graduation.
- Provide scheduling assistance to the Director of College Counseling and the Head of Upper School
- Gather, analyze and create data reports as needed for various stakeholders including the Head of Upper School, the Director of College Counseling and the Headmaster
- Maintain updated and accurate databases for the college counseling office
- Develop positive relationships with parents and students based on mutual trust and respect.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.

Education / Certification: Bachelor's degree required, with a preference for school counseling background.

Experience Required: Minimum of 2 years related work experience

Required Knowledge: Proficiency in MS Office, Google Docs

Classification: Exempt

Skills / Abilities:

- Excellent written and oral communication skills
- Proficiency in Google Suite, Microsoft Office, SCOIR
- Willingness to keep up with changing technology and anticipate needed updates.
- Strong customer service skills and willingness to assist others
- Ability to be compassionate, patient and adaptable.
- Able to communicate complex information clearly
- Ability to communicate with and motivate children



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- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.