



**JOB DESCRIPTION**

<b>Position Title:</b>	Associate Director of College Counseling	<b>Position Type:</b> 10 months
<b>Department:</b>	Academics	<b>Classification:</b> Exempt
<b>Reports To:</b>	Director of College Counseling	

**Job Summary**

As a member of the Department of College Counseling, this position will report to the Director of College Counseling and will work closely and collaboratively with members of the Department of College Counseling. The essential function of this position is to be involved with all phases of the student development and college aspiration process by providing academic and college/career counseling on a daily basis. This position will also coordinate, consult, and collaborate with faculty, parents, administrators, higher education personnel, and outside resources to assist students in maximizing their educational opportunities. This person must have a positive attitude, be energetic, joyful, patient, and have a good sense of humor. They should be warm and welcoming and enjoy working with teenagers and families with certain outcome expectations. This person must demonstrate patience and understanding of working in an independent school and its population. He/she must work collaboratively on a team and demonstrate flexibility, compassion, and willingness to learn. He/she should be self directed and able to multi-task while successfully managing time and priorities.

**Essential Job Duties**

- Advise, guide, and mentor TMI students and families through the college identification/application/decision process.
- Assist students and their parents in targeting higher education possibilities that meet the students' academic, career, and social requirements.
- Assist students in all phases of the college identification/application process, helping them monitor and complete all application and testing functions.
- Assist students and parents in planning students' high school curriculum and extra-curricular choices to align best with their college aspirations.
- Build rapport with students and conduct student interviews in preparation for writing letters of recommendation.
- Write official letters of recommendation for approximately 50 plus students.
- Collect pertinent and timely information related to college admissions and scholarships and write a bi-weekly newsletter.
- Assist in preparing for and presenting grade-level meetings in the upper school.
- Actively communicate with students, parents, and college constituencies.
- Lead training sessions on the use of our college planning platform.
- Lead essay writing workshops and coach students through their essay writing process and resume-building.
- Lead training sessions on completing the college application.
- Lead/Co-Lead presentations on college admissions and financial aid.
- Assist with PSAT administration logistics and proctor exam.
- Assist with AP exam administration and logistics and proctor multiple exam sessions.
- Build and maintain positive working relationships with college admissions representatives.

- Actively participate in college admissions updates provided throughout the year.
- Communicate with faculty regarding academic letters of recommendation and admissions trends.
- Serve on multiple school committees.
- Serve as an academic advisor to a small group of students.

### Education

Bachelor's degree in an applicable field  
 Master's degree preferred

### Experience

- The ideal candidate will have a minimum of three years of college admissions experience or two-three years of college counseling experience at a secondary school.
- The ideal candidate should have knowledge of a multitude of colleges and universities and scholarship programs, and the changing admissions landscape.
- Must have some familiarity with the financial aid application process.
- Must have some familiarity with standard graduation requirements and how they are reviewed by colleges and universities.
- Must demonstrate excellent writing and oral communication skills.
- Should be familiar with types of rigorous courses.
- Should be familiar with standardized testing, trends, and analysis.

### Licenses/Certifications

N/A

### Physical Activities

1. Finger Dexterity: Using fingers to make small movements such as typing or picking up small objects.
2. Talking: Frequently conveying detailed or important instructions or ideas accurately, clearly, or quickly.
3. Hearing: Able to hear average or normal conversations and receive ordinary information.
4. Repetitive Motions: Frequently and regularly using the wrists, hands, and fingers.
5. Visual: Average, ordinary, visual acuity necessary to prepare or inspect documents or other materials.
6. Physical: May be required to stand or sit for long periods of time while providing instructions or in monitoring students and activities. May have to lift folders, files, papers, equipment, and other such items weighing up to approximately 25 lbs.

### Working Conditions

Standard office atmosphere located inside a building with no hazardous or significantly unpleasant conditions. May be exposed to outdoor elements while supporting fund raiser events.

This is to acknowledge that I have received a copy of my job description. Additionally, this job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additionally, this document does not create an employment contract, implied or otherwise.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date