

St. Paul's School for Girls is pleased to announce an opening for a full-time **Associate Director of College Counseling**.

St. Paul's School for Girls

St. Paul's School for Girls is an independent, college-preparatory school with over 440 students in grades 5-12. It is located on a coordinate campus serving girls and boys from six weeks through 12th grade. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*



Position Description

We are looking for a dynamic individual to join our experienced, vibrant, and team-oriented College Counseling department full-time. The ideal candidate will be interested in building relationships with students, families, faculty members, college representatives, and community partners. The right person will also embrace St. Paul's School for Girls' mission and contribute to a team that empowers our students to choose colleges and universities that fit with their unique abilities, aspirations, interests and character. This position will start on July 1, 2019.

Major Responsibilities

Candidates must be experienced, dynamic, highly organized, and able to work collaboratively. The position demands strong written, in-person, and presentation-style communication skills, as well as a nuanced approach to counseling the teenagers with whom the college counselor would work. The successful candidate will have the ability to work effectively with students and their families and have a proven track record of guiding students from first contact through to college admission. In addition, the candidate should be prepared to be involved in the life of the school community. Travel to colleges and universities will be required. The ideal candidate will thrive working both independently and in tight collaboration with a team and will report to the Director of College Counseling.

The College Counseling Office is responsible for facilitating a program that both broadly educates and deeply supports the community's needs around college counseling. The counselor would be responsible for teaming to develop and implement programming for grades 9-11 and then individually counseling a group of juniors into their senior year. In addition to working closely with students and their families, the candidate will be expected to develop meaningful relationships with all other constituents of the process – from admissions to testing to school faculty. In addition, the candidate should be willing to stay abreast of trends and breaking news in the college admissions landscape and work to communicate those trends.

Key Qualifications

The applicant should be well organized with a strategic approach to college counseling with at least **three to five** years of demonstrated success in a counseling or advisory role and at least **three** years of direct college counseling experience, preferably in independent schools. Exceptional communicator in all ways; results-oriented individual with a commitment to students and a high energy level is essential.

The applicant should be admired, respected and of high integrity, who is flexible, has confidence, is empathetic, as well as believes in creating an atmosphere of teamwork and collaboration.

A strong work ethic, ease and experience with Microsoft Office, Naviance, and a willingness to coordinate efforts with others will be important qualifications in the position. Enthusiasm for teaching students and working with parents of adolescents is also essential.

This position is 100% full-time and a 12-month position. Salary is commensurate with experience. The candidate is eligible for full benefits package including, but not limited to, medical, dental, vision, disability, flexible spending and 403(b). Additional benefits include AFLAC, life insurance, free lunch, dry cleaning service delivery and fitness center. Tuition remission is also available for full-time employees for 50% reduction in tuition fees at St. Paul's School for Girls, St. Paul's School, and at St. Paul's Plus' Pre-School program for children ages two years old and older.

To apply for the position, please forward cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. SPSG is an equal opportunity employer.