

Arrupe Jesuit High School **Assistant Director of College Counseling**

Arrupe Jesuit High School seeks an Assistant Director of College Counseling (full time 12 month position). As stated in the school's mission, "our goal is to empower graduates who will continue their education and return as leaders in their communities." The promise of Arrupe Jesuit High School will be fulfilled when our alumni graduate from college and contribute positively to our greater community.

Job Description:

- Support high school seniors in the college/scholarship/financial aid application process
- Maintain and utilize current best practices in college advising for diverse and first-generation students
- Build working relationships and trust with students and parents
- Identify and build relationships with college personnel, appropriate departments and programs
- Coordinate college visits/college fairs at Arrupe Jesuit and visits to college campuses
- Assist with resume development and pre-collegiate program applications for Freshman, Sophomores and Juniors
- Create and maintain Website and Google Calendar and social networking programs/platforms for college counseling and alumni support
- Maintain College and Alumni Data (Currently Naviance & Salesforce)
- Actively participate in retreats, celebrations, advisement and alumni programming and related professional development as needed
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree required
- 3 years' relevant experience in high school education, higher education, or a related field
- Intermediate to advanced knowledge of Microsoft Office Suite, Microsoft Outlook, Explorer, data base entry/management and social networking programs/platforms
- Understanding of and commitment to upholding the Jesuit values and mission of Arrupe Jesuit High School
- Experience working with students and families of diverse backgrounds underrepresented in higher education
- Working knowledge of social media infrastructures
- Excellent interpersonal, organizational, analytical, verbal and written communication skills
- Strong presentation skills
- High personal level of motivation, strong sense of initiative and self-direction

Preferred Qualifications:

- Master's degree
- Prior experience in college admissions
- Bilingual Spanish/English

Salary: Salary is commensurate with experience, with a target range of \$48,000-\$52,000

Benefits: Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation, and holidays.

For consideration, please submit a letter of intent and resume:

Administrative Assistant to the Principal
Arrupe Jesuit High School
4343 Utica Street
Denver CO 80212
Email: jobs@arrupemail.org