



# BELEN JESUIT PREPARATORY SCHOOL

Educating young men since 1854 in the tradition of St. Ignatius of Loyola

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## **ASSISTANT DIRECTOR OF COLLEGE COUNSELING Role Description**

- QUALIFICATIONS:**
1. Bachelor's degree required; advanced degree preferred
  2. At least three years of experience in college counseling and/or selective college admissions
  3. Excellent interpersonal, writing, communication and organizational skills
  4. Clear communicator; comfortable speaking publicly in large group settings, as well as engaging one-on-one with students and parents
  5. Technological proficiency in college counseling software and willingness to learn new platforms
  6. Knowledge of standardized testing programs and interpretation of data is an asset

**REPORTS TO:** The Assistant Director of College Counseling reports directly to the Director of College Counseling

**JOB GOAL:** The College Counseling Department consists of a Director, 4 Assistant/Associate Directors and 2 Assistants who use their experience to work collaboratively in providing a comprehensive college counseling program to Belen Jesuit high school students and their families.

**TERM:** Approximately 10-month, full-time, exempt position; department members arrive one week before teaching faculty at the beginning of the school year and depart shortly after teaching faculty in June but are accessible via email throughout the summer and other breaks.

### **RESPONSIBILITIES**

1. Advise and support a full caseload of students and their families (approx. 50 students per grade) throughout the entire college search and application process.
2. Establish and maintain positive working relationships with parents, faculty and staff, administrators and college admissions professionals.
3. Collaborate with all members of the College Counseling team to implement effective counseling strategies, programming and best practices for Belen Jesuit.

4. Actively educate oneself on the various colleges and universities, the college admissions process as a whole and evolving admissions trends so as to be able to educate and best guide students and families.
5. Practice ethical and professional standards of a college counseling program as laid out by national organizations; promote Jesuit values and student success.
6. Engage in apostolic work which demands competence, responsibility, seriousness, efficiency, and dedication.

## **EXPECTATIONS**

1. Meet with individual students and parents about the college search, application and financial aid processes, addressing the individual needs of each student.
2. Write personalized letters of recommendation for each counselee, summarizing each student's high school experience within the appropriate context.
3. Advise students and families regarding specific areas of interest and pertinent college choices, ensuring students are balanced in the options based on admissions trends.
4. Work independently in submitting application support documents for each counselee by the appropriate deadlines and following up with students to confirm they are doing the same.
5. Prepare regular communication to families, students, teachers and other school constituents via platforms used by the department, such as SCOIR and Blackbaud.
6. Handle all situations that arise in the college counseling process with efficient responsiveness.
7. Serve as a liaison and advocate for students with college admissions offices.
8. Work collaboratively as a member of the College Counseling team, including assisting with and planning various programs, such as grade-level college presentations, college representative visits, evening information sessions, and other college counseling/school events.
9. Continue professional development in the field via attendance at conferences, college fly-in programs, and other workshops. All counselors attend the Florida College Tour, regional conference and at least one fly-in/national conference per year.
10. Commitment to enhancing the spiritual, intellectual, social and moral development of all students.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

1. Must have the ability to stand and/or walk for extended periods of time.
2. Daily desk work, including significant amounts of computer and telephone time.
3. Workday regularly includes multiple or conflicting demands, deadlines and time pressures.
4. Work regularly requires sustained concentration.
5. Sufficient vision (with correction) to read and observe distant objects.
6. Ability to work a flexible schedule as hours may vary according to the school calendar.

7. Sufficient stamina to occasionally work outside under high temperature weather conditions.
8. Some travel and evening/weekend commitments are required.

## **EVALUATION**

The Assistant Director of College Counseling will be evaluated annually by the Director of College Counseling. The evaluation will be based on the adherence to the Characteristics of Jesuit Education and the successful completion of the responsibilities/expectations listed above.

This role description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.