



# FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

## Full-Time College Counselor Counseling Department

### **The Institution**

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 970 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

### **The Position**

The full-time College Counselor will provide academic and college counseling to assigned students in junior and senior years. He/she will meet individually with students and write letters of recommendation for each senior in his/her caseload. The College Counselor will also facilitate assigned group guidance classes regarding various issues related to college and career planning, and college transition. Senior classes meet in the first semester and junior classes meet in the second semester. The College Counselor will hold parent conferences upon request to answer college application and admissions questions and to discuss issues specific to their sons, which may include academic progress, standardized test interpretation, and other related matters. The College Counselor also serves as a liaison with academic teachers, school counselors, and the administration to support students' holistic development and growth.

This is a 10-month, tenure track faculty position with occasional evening parent programs, parent-teacher conferences, and other mandatory faculty-wide events during the academic year. The position reports directly to the Director of College Counseling. He/she will also work closely with the Assistant Principal for Academics and Student Life, Counseling Department staff, and the school's clinicians as needed.

Ideal candidates will have knowledge of colleges and universities nationwide, including their academic programs, admissions policies, and financial aid policies and procedures. Ideal candidates will bring experience working with adolescents as a college counselor in a secondary school setting, assisting students with their plans for life after high school, and be able to support the school's mission of fostering young men of academic excellence and good moral character through a commitment to the ideals of Jesuit education.

### **Other Responsibilities**

- Student consultations with parents, faculty, and administrators
- Participation in regular department meetings with college counselors
- Participation in annual department-wide curriculum review and planning
- Support the Director of College Counseling regarding the implementation of departmental goals and group guidance curriculum
- Meet with college admission counselors who visit Fordham Prep
- Maintain relationships with admission representatives and advocate for students at colleges and universities
- Assist with a series of parent presentations on the college admission and financial aid processes
- Correspond with parents to inform them of upcoming events and other pertinent information
- Collaborate with the Director of College Counseling to keep abreast of changes in the college application and admission procedures and financial aid programs to determine the implication these changes will have on students
- Represent Fordham Prep at regional and national meetings (e.g., JSN, NACAC, JHSCCA)
- Travel to college counseling fly-ins and visit college campuses as schedule and budget permits
- Participation in professional development including annual goal-setting, classroom observations, student surveys, self-reflections and attending local and national professional workshops/conferences
- Demonstrated involvement in the larger school community, *i.e.*, participating in student retreats, attending student programs/events, moderating a student club, etc.
- Participation as an ad hoc member of the Crisis Team

### **Qualities, Experiences, and Skills of the Ideal Candidate**

- Masters in Counseling or similar discipline
- Experience counseling adolescents, including academic and college/career readiness
- Experience with classroom teaching in a secondary school setting
- Excellent written and oral presentation skills, including both small group and large audience settings
- Excellent organization, communication, and time management skills, as well as the ability to handle multiple tasks concurrently, orientation to details and deadlines, and the inclination to collaborate as member of a team
- The ability to support the school's mission of fostering young men of academic excellence and good moral character through a commitment to the ideals of Jesuit education.

### **Application Process**

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately; the position will be filled shortly thereafter. Please email a letter stating personal interest, a comprehensive resume, and the names and phone numbers of at least two references (who will not be contacted until later in the interview process) to the attention of Dr. Joseph Petriello, Principal, and Mr. Thomas O'Sullivan, Director of College Counseling, at:

**[employment@fordhamprep.org](mailto:employment@fordhamprep.org)**

Fordham Preparatory School is an EOE (Equal Opportunity Employer). This is a 10-month tenure track faculty position (September to June) with all staff benefits, including medical, retirement, and tuition remission at Fordham Preparatory School and Fordham University.