

Georgetown Preparatory School seeks a College Counselor to join our team in July 2024.

The ideal candidate will have a minimum of a bachelor's degree and two to four years of high school college counseling or university undergraduate admission experience.

The college counselor will support students and their parents/guardians throughout the college application and selection process, guiding a caseload of approximately 40 students per grade level. The ideal candidate will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of a Jesuit college preparatory high school; the ability to respond effectively to the needs of a diverse student and parent/guardian population; up-to-date knowledge of colleges and universities nationwide and the programs that they offer; and familiarity with the SAT, ACT, and AP standardized testing programs.

#### **Duties and Responsibilities:**

- Managing a caseload of students and directing all aspects of the comprehensive college counseling program with each of them individually. This includes (but is not limited to):
  - Hosting group and individual meetings with students and families.
  - Writing the school letter of recommendation.
  - Remaining current on and educating students and parents about college admission trends.
  - Submitting application support documents as needed.
- Serving as a liaison and communicating between and with students, families, and college admission offices as needed.
- Assisting with college counseling programs (day and evening) throughout the school year.
- Developing and maintaining relationships with colleges through attendance at conferences, counselor information meetings, and college visits.
- Assisting with PSAT, SAT, ACT, and AP Test Administration.
- Representing the College Counseling Program at school events.
- Participating in professional development to promote self-growth, build relationships and remain current with programs, policies, and practices that meet the needs of students.

## **Requirements and Skills:**

- Exceptional written and verbal communication skills.
- Strong organizational and presentation skills with an ability to meet deadlines.
- Demonstrated ability to take initiative and work independently as well as work collaboratively.
- An interest in working with teenagers as well as with parents/guardians.
- Experience with and an understanding of colleges nationwide: their academic programs, admissions policies, financial aid policies and procedures, etc.
- High professional and ethical standards for handling confidential information.
- Computer skills (including proficiency with Google suite) and experience with specific college counseling software, preferably Veracross and Scoir.

**Working Environment:** This is a 12-month full-time position. It will require occasional evening and/or weekend work and reports to the Director of College Counseling.

In order to be considered for this position, interested candidates must apply through the website portal (link below), and application should include a cover letter, resume and a sample letter of recommendation to serve as a writing sample (500 - 1000 words). Information sent through LinkedIn, or email will not be considered. No phone inquiries please.

Georgetown Prep offers a comprehensive and competitive benefit package (including health, disability, Sick and Vacation leave, 403B retirement plan with match, and a variety of other employee valued benefits).

*As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.*