



Jesuit High School is now accepting applications for:

Director of College Counseling

Our Mission Statement: Jesuit High School, in its mission as a Catholic, Jesuit, college preparatory school, labors to form men engaged in the world who are dedicated to serving God by being open to growth, intellectually competent, religious, loving, and just.

Job Outline: The Director of College Counseling is responsible for the coordination and implementation of the processes and programs related to college admissions and reports to the head of the Counseling Department and the Principal.

Primary Responsibilities:

- Creating and executing educational programs and materials for parents and students pertaining to the college application process.
- Overseeing and supervising the work of college counselors.
- Providing college counseling and guidance to students and families in all grade levels.
- Writing clear, personalized, and effective letters of recommendation.
- Assisting students in meeting admissions and financial aid deadlines.
- Coordinating group meetings for parents and students; an annual mock application program; college visits; speaker events; and helping students identify summer enrichment programs.
- Representing the school at conferences and college visit programs, and hosting university representatives on campus.
- Incorporating technology whenever possible to streamline work and enhance service to students.
- Participating in informational evenings throughout the school year and coordinating with local colleges to disseminate information on multiple topics.
- Teaching a college counseling class throughout the year, assisting with administering standardized testing on campus, and performing other duties as assigned.
- Level II Background Screening.

Requirements:

- Bachelor's degree.
- Excellent counseling, writing, and communication skills, and good proficiency with technology.
- Practices ethical and professional standards of a college counseling program while promoting Jesuit values and student success.
- A minimum of three years of experience in college counseling and/or selective admissions.

Date Needed: 2023-24 school year

To Apply please click on the link: <https://jesuittampa.applicantstack.com/x/apply/a287q28ufahh>
Direct questions to employment@jesuittampa.org

Founded in 1899, Jesuit High School is a private, Catholic school for boys grades 9-12.