

**GEORGETOWN PREPARATORY SCHOOL**

**JOB DESCRIPTION:** College Counselor

Georgetown Preparatory School seeks a College Counselor to join our team as of August 2022.

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.
* 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.

**How to apply:** All interested candidates should submit their application through our website Employment section: https://www.gprep.org/about/employment

1. A letter of interest

2. Resume

3. A sample letter of recommendation to serve as a writing sample (500 - 1000 words)

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).

 To apply for any of our open positions, please begin the application process by clicking on this link:

<https://forms.veracross.com/Forms/gprep/ApplicationforEmployment/StartNew.aspx>

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