

**Associate Director of College Guidance
Opening Available August 1, 2019**

Job Title: Associate Director of College Guidance
Department: College Guidance
Reports to: Mr. Jack Whelan
FLSA Status: Exempt
PDS Status: Staff, Full-time, benefited

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of the Charlotte Observer's "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of greater Charlotte's 2018 healthiest employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony. PDS was also recognized as one of North Carolina's 50 most family-friendly employers by Carolina Parenting, Inc., every year since 1999 until the award was discontinued in 2016. This award recognized employers for their initiatives in helping N.C. parents balance work and home life.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School in Charlotte, NC invites applicants to apply for a full-time, 10-month Associate Director of College Guidance position. Joining a highly collaborative office consisting of a Director, existing Associate Director, and an Administrative Assistant, this individual will be assigned one-third of the students in each Upper School grade. A Bachelor's Degree is required, and a Master's degree is preferred. Experience in college counseling and/or selective college admissions is preferred. The ideal candidate will have strong interpersonal, communication and organizational skills; familiarity with the goals and mission of an independent school; the ability to respond effectively to the needs of a diverse and ambitious

student and parent population; knowledge of colleges, their academic programs, admissions policies, and financial aid policies; and exemplary writing skills.

Essential Duties and Responsibilities include the following:

1. Assists and guides these students and their parents with the students' college choices or other post-graduate plans.
2. Provides financial aid and scholarship information to the students and their parents.
3. Assists these students with planning their academic high school program.
4. Assists these students with writing resumes and essays, completing applications and preparing for interviews.
5. Writes letters of recommendation to accompany applications.
6. Assists the Director with all current College Guidance Programs: Application Bootcamp, Senior Application Night, College Coffees, Sophomore College Field Trip, Junior College Night, Young Alumni Forum, PSAT Parent Meeting, Freshman Focus, Junior College Group Meetings, Senior Parent and Student Transition to College Programs, informational programs regarding Financial Aid, Athletic Recruiting, and Arts in College, and Sophomore Case Studies.
7. Meets with college admissions representatives during their campus visits and attends local college counselor events.
8. Visits college campuses during the school year and summer.
9. Attends an average of two professional conferences per year: SACAC yearly, plus a rotation of NACAC, College Board, and/or ACCIS conferences.

Other Duties and Responsibilities include the following:

1. Assists the Director with all standardized testing programs, including PSAT, in-school ACT, AP, and Saturday SAT Test Center administrations.
2. Assists the Director with all Commencement/Senior Convocation preparation.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to:

PDS.CollegeGuidancePosition@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).