

Carrollwood Day School
Tampa, Florida
"An International Baccalaureate World School"

About Carrollwood Day School: Is an independent International Baccalaureate (IB) independent school located in North Tampa, Florida. There are approximately 1000 students in grades ECC-12. Carrollwood Day School is 1 of only 31 IB schools in the United States that has the entire IB curriculum (Primary Years Program, Middle Years Program, and Diploma Program) thus ensuring a consistent IB curriculum from early childhood through grade 12. Carrollwood Day School sends 100% of their students to 4-years colleges, the majority of which are top 100 colleges and universities in the United States. Last year, 97% of students were admitted to at least one Phi Beta Kappa College and 93% earned at least one unsolicited merit (academic) based scholarship.

Carrollwood Day School

<http://www.carrollwooddayschool.org>

Carrollwood Day School College Counseling

<https://www.carrollwooddayschool.org/academics/college-counseling>

Position Announcement: Carrollwood Day School seeks a College Counseling Associate (strong administrative assistant) to work in the office of college counseling with three professional college counselors (Director of College Counseling, Senior Associate Director of College Counseling, and an Associate Director of College Counseling). The College Counseling Associate will report to and be managed by the Director of College Counseling.

Education/Experience Preferences: Bachelors Degree preferred but will train the right person. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Position Description:

- This individual should be able to abide by the IB Curriculum and support candidates at the "best competitive fit" colleges in the United States and abroad.
- Work in an independent day school community in a face paced environment that is time sensitive and deadline oriented.
- Be able to manage multiple projects and daily flow of communication and management of the college counseling office.
- Assist the Senior Associate Director and Associate Director of College Counseling with varied tasks that support the college application and standardized testing process.

- Remaining confidential is a paramount character attribute and expectation, as the office of college counseling works with sensitive and personal information.
- The college counseling program is a 5-year developmental process beginning in grade 8.
- This is a 10-month salaried position with full benefits commensurate with Carrollwood Day School human resource and administration policies.
- This is a 40-hour per week position that sometimes includes evening and weekend work.
- Normal holidays and school vacations are paid time off.

Position Responsibilities:

- Assisting college counselors and students with all facets of the college application process
- Support public presentation activities
- Assistance with Bright Futures application process
- Assist with filling out the Common Application and Public University applications, as well as ancillary support work.
- Learn Naviance software system to manage transcripts, teacher recommendations, college counselor recommendations, and testing information
- Administer and coordinate PSAT/PACT/MAP testing
- Track important deadlines such as PACT/PSAT/ACT/ SAT test dates and application submissions.
- Maintains professional competence by attending staff development programs, staff meetings, faculty meetings, and professional conferences (when required or requested)
- Primary communication liaison to parents, faculty and students
- Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
- Performs any other related duties **as assigned** by the Director of College Counseling or other appropriate administrator.

Working Conditions and Physical Requirements

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal office levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal offices, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office environment. The noise level in the work environment is usually moderate.

To Apply:

- Please submit a CV or resume and a letter detailing your interest and applicable/relevant experience to:

Joseph Runge, Director of College Counseling
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