

## Job Announcement

### Full-time Position: Associate Director of College Counseling

**Expected Beginning Date: July 1, 2020 Application Deadline: March 1, 2020**

**Position Description** Head-Royce School, an independent co-educational day school in Oakland, California seeks dynamic and highly qualified candidates for the position of Associate Director of College and Academic Counseling. This is a full-time, 12 month position.

**Responsibilities** Responsibilities include advising and supporting students in all aspects of the college admission process, writing recommendations, working with students individually and in small groups, building relationships with parents, and developing and maintaining relationships with colleges and universities. The Associate Director will help to further develop and run a college counseling program which will support and guide students throughout all four years of high school.

**Qualifications** The successful candidate will possess excellent communication skills, a strong work ethic, and a desire to work with a diverse group of students and parents. An advanced degree and a minimum of 5-10 years of experience in selective college admissions and/or college counseling are strongly preferred.

It is important that candidates possess the flexibility, energy, sense of humor and commitment to teamwork that life in an independent school requires. We seek someone who possesses both an appreciation for adolescents and a collaborative spirit.

**Head-Royce School Overview** Located on a 12-acre campus in Oakland, California, Head-Royce is a pre-eminent, co-educational, independent, K-12 day school with a 131-year history. Our mission is to inspire in our students a lifelong love of learning and pursuit of academic excellence, to promote understanding of and respect for diversity that makes our society strong and to encourage active and responsible global citizenship.

Head-Royce enrolls 890 students in the three separate divisions — Lower, Middle and Upper Schools — and provides a dynamic, whole-child education to every student. With our Strategic Plan, Bridge to 2022, the school's current initiatives include advancing an innovative, student-centered program, promoting an inclusive community, driving deeper civic engagement, sustaining a culture of balance and well-being and carefully stewarding our resources.

**Other Considerations** Compensation: Competitive among comparable schools  
Location: Oakland, California Travel: Some travel as required by the position Education:  
Bachelor's degree required, advanced degree(s) preferred Start Date: Flexible but no  
later than July 1, 2020 Website: [www.headroyce.org](http://www.headroyce.org)

**To Apply** Applicants should send a resume and cover letter, for the attention of US  
Head, Carl Thiermann, outlining how they meet the specific requirements, via email  
to [adminjobs@headroyce.org](mailto:adminjobs@headroyce.org) with the subject line: Associate Director of College  
Counseling.

*Head-Royce School is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state or local laws.*