



The
Frederick
Gunn
School

ASSISTANT/ASSOCIATE DIRECTOR OF COLLEGE COUNSELING

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Job Description:

The Frederick Gunn School College Counseling Office seeks to add a like-minded educator to the staff. Reporting to The Director of College Counseling, the Assistant/Associate Director will be responsible for administering all aspects of the college search and application process. As The Frederick Gunn School is a boarding school, other responsibilities may include academic advising, coaching and dorm administration.

Specific responsibilities for this position include (but are not limited to):

- Advise and support approximately 35 seniors and their families through all aspects of the college planning process
- Educate students and parents about colleges, admission strategies, trends, and standardized testing,
- Empower students so that they understand the importance of self-reflection and fit throughout the college search process
- Administer the on-line resource Cialfo that gives an additional tool for students and families to investigate, research, track, and plan for the college admission process
- Assist with planning and overseeing student and parent programming sponsored by the College Counseling Office, including teaching assigned College Seminar sections to juniors and seniors
- Write personalized and thoughtful counselor profiles for each assigned counselee
- Develop and expand upon long-term relationships with colleges and universities, including meeting with college admissions representatives who visit campus, and traveling to college campuses and professional conferences



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- Stay informed on current issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and participating in local and national professional organizations
- Assist testing coordinator in administering all standardized testing as needed

Essential skills:

Excellent writing skills are imperative, as is the ability to communicate well with peers, students, and families. Other requisite characteristics include strong organizational skills and a willingness and enthusiasm to work with students at this critical juncture in their lives.

- An enthusiastic advocate for the school's mission
- A superb oral and written communicator
- A person who believes in the critical importance of [diversity in the life of a school](#)
- A master teacher and student-centered educator
- An understanding of boarding school culture and enthusiasm for all that it brings
- A willingness to learn and take risks

Education and experience:

- Minimum: Bachelor's Degree and experience working with adolescents
- Experience in a college admissions office and/or high school college counseling office is preferred
- Background and strong understanding with post-secondary financial aid and scholarships is highly desirable

To Apply:

Please send cover letter, resume, and references to Maggie Bucklin, The Frederick Gunn School, 99 Green Hill Road, Washington, CT 06793, or to bucklinm@frederickgunn.org by Monday, February 8th. Your cover letter should articulate with specificity why you would be a good fit for this position and, more generally, for The Frederick Gunn School.