

## DIRECTOR OF COLLEGE AND ACADEMIC COUNSELING

The Ursuline School in New Rochelle, New York is seeking a full-time Director of College and Academic Counseling. The Director of College and Academic Counseling establishes and maintains working relationships with college admissions professionals throughout the United States; visits college and university campuses; maintains familiarity with important programs and issues in the admissions and college counseling fields; represents The Ursuline School at meetings and conferences of professional associations; and organizes multiple annual events such as college nights and mock admission interviews for students and their parents. The Director also personally advises and supports approximately one third of the senior class and their families.

The Ursuline School is a private, independent Catholic college preparatory school for girls from grades 6 through 12, established in the spirit of St. Angela Merici, foundress of the Ursuline Order. It is known for its rigorous academic program, its robust service opportunities, and its dedication to the education of the whole person.

**Status: Full-time**

**Starting: July 1, 2021**

Candidates must have at least seven years of college counseling or college admissions experience. The Director must have a current understanding of selective college admissions and financial aid; excellent counseling, writing, and communications skills; and an enthusiastic commitment to school life and to the mission of The Ursuline School. The director supervises the department's counselors and oversees the testing administered in the school.

### Major Functions and Responsibilities:

- ◆ Communicating with, advising, and supporting students and parents throughout the college search and admissions process.
- ◆ Presenting information to different constituencies on the topic of college admissions.
- ◆ Overseeing standardized testing, including the PSAT and the AP Program
- ◆ Collaborating with colleagues to develop policies and practices that support the college application process.
- ◆ Representing The Ursuline School to colleges and universities.
- ◆ Developing and maintaining strong relationships with college and university admission officers.
- ◆ Staying abreast of current issues and trends related to college admission, financial aid, and gap year programs.
- ◆ Planning and conducting informational programs for students and parents throughout the academic year.
- ◆ With the staff of College and Academic Counseling, overseeing students' academic progress toward necessary graduation requirements.
- ◆ Oversees, with the CAC staff, the administration of standardized and AP testing.

### Qualifications:

- ◆ Bachelor's degree is required; a master's degree is preferred
- ◆ Significant experience in college and academic counseling
- ◆ Excellent written and oral communication skills

- ◆ An ability to make effective use of technological tools, including Naviance
- ◆ Exceptional interpersonal skills and an ability to collaborate effectively
- ◆ A genuine commitment to girls' education
- ◆ A demonstrated commitment to equity and inclusion
- ◆ Demonstrated leadership and management skills

To apply: Please submit a cover letter and resume to [employment@ursulinenewrochelle.org](mailto:employment@ursulinenewrochelle.org)