

**Position:** College Counselor

**Department:** College Counseling Center

The College Counselor reports to the Director of College Counseling and is responsible for administering all aspects of the college search and admissions process, including the following:

- Educating students and parents about colleges, the college admissions process, trends, procedures, and testing; advising and supporting classes of 30-50 seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Meeting with high school students, individually and in groups, to talk about process and individual college choices. The College Counselor also advises students on curricular choices as needed.
- Meeting with all college admissions representatives who visit our campus and facilitating meetings between college representatives and our students. The College Counselor also serves as a liaison with College admissions offices throughout the year.
- Working with Registrar to maintain records on all students, including GPA's and transcripts.
- Writing an official school recommendation for each senior. To do so, the Counselor gathers information from parents, teachers, school records, and students themselves. The College Counselor also completes all School Report and mid-year report forms requested by colleges, including evaluations of students.
- The College Counselor will share information on colleges, college guides, scholarships, financial aid, and paying for college.
- The College Counselor also keeps parents informed about test dates, local college events, and financial aid.
- Keep track of admission decisions and statistics.

Other responsibilities include:

- The College Counselor will meet with parents and students to create the student's schedule based on their college of choice and adjust the schedule as needed.
- Make informational presentations to parents, such as annual presentations to parents of 8th graders, parents of juniors, new parents, and Parents' Guild.
- Stay informed of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: the College Board, the National Association of College Admission Counselors
- Maintain and disseminate information about standardized tests, such as SAT and ACT.
- Travel on college tours with students and travel to colleges to learn about them.
- Assist, attend and prepare for the Miami Invitational College Fair and Cruise.
- Assist, attend and prepare for the Senior Boot Camp.
- Attend Warrior Week.
- Other duties, as assigned.

**Minimum Qualifications:**

The ideal candidate will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of an independent college preparatory school; the ability to respond effectively to the needs of a diverse and demanding student and parent population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures. Experience in college admissions or high school college counseling, teaching experience, is a plus.

Bachelor's Degree required, Master's Degree preferred.