



HEWITT

Job Title: Associate Director of College Guidance

Department: Upper School

FLSA Status: Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The Hewitt School seeks an associate director of college guidance who will work in the college office. The ideal candidate will report to the director of college guidance, and be able to start on January 3, 2022.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Shared responsibilities with the director of college guidance:

- Meets with students and parents individually for college counseling caseload
- Supports and advocates for students and families through the financial aid process
- Advocates for students through writing the counselor recommendation letter; engages in direct communications with colleges and universities when necessary; reviews student applications
- Coordinates and presents college-related events and workshops for students, parents, and faculty
- Promotes awareness of The Hewitt School with college admission officers
- Seeks professional development by attending and leading conferences and visiting colleges
- Networks with admission professionals, peers, and related organizations and entities
- Shares college-related information with students and families through email and social media
- Plans and chaperones college-related trips
- Schedules and oversees 100+ college representative visits during the fall
- Conducts college seminars for juniors (spring), and seniors (fall)
- Manages the teacher recommendation process

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree and prior experience in college counseling and/or college admission required; Master's degree preferred
- Desire to work as a college counselor in a fast-paced, demanding, and innovative upper school setting
- Collaborative team approach in line with Hewitt's mission, vision, and values
- Alignment with Hewitt's commitment to diversity, equity, and inclusion
- Outstanding interpersonal, leadership, and communication skills; strong decision-making aptitude
- Demonstrated skills in counseling, writing, public speaking, and empathic listening
- Excellent organizational and time management skills
- Knowledge of colleges and admission processes
- Exceptional attention to detail and discretion
- Expertise with Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), college admissions software, and technology functions
- Ability to communicate effectively with all constituents in a school environment

QUALIFICATIONS DESIRED

- Culturally responsive approach to working with students, families, and colleagues
- Commitment to student life
- Proven dedication to professional growth and purpose-driven practice

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. Cover letters should reflect a careful reading of The Hewitt School's website, including the school's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.