



**Position Title:** Administrative Assistant,  
College Counseling  
**Position Status:** Full-time  
**FLSA Classification:** Exempt  
**Reports To:** Director of College Counseling

### **Position Purpose**

Provides administrative support to the College Counseling Office.

### **Essential Functions**

- Serves in a “help desk” capacity for students, parents, and faculty all year round.
- Maintains Naviance, the college counseling office’s database management software.
- Submits transcripts and supplemental documents for students’ college applications through Naviance.
- Monitors students’ progress and adherence to deadlines throughout the application season.
- Coordinates with SCH’s registrar to manage transcripts and critical data across platforms.
- Assists with students’ and parents’ appointment scheduling for the counseling team.
- Arranges and facilitates college representatives’ visits each fall.
- Manages the PSAT for 10th and 11th graders.
- Provides organizational and logistical support for the college counseling office’s special programming and events throughout the school year.
- The position includes other duties as assigned by the Director of Upper School or Director of College Counseling.
- Performs additional duties as assigned by the Head of Upper School and/or the Director of College Counseling.

### **Qualifications**

- Bachelor’s degree, or the equivalent combination of education, training, and experience from which comparable skills have been acquired.
- Ability to work independently and as part of the College Counseling team.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Strong collaboration, organization, and communication skills.
- Ability to handle confidential information in a discreet and professional manner.
- Ability to work in a high-energy, deadline-driven environment, especially between September-January
- Technological proficiency in Google Educational Apps, including Docs and Sheets.
- Database management experience preferred.
- Experience working in an academic environment is a plus.

### **Physical Requirements and Work Environment**

- Regularly sits, talks, and interacts with students, parents, and colleagues.
- Be able to lift occasionally up to 30 lbs.
- Regularly uses close and distance vision.
- Works at desk and computer screen for extended periods of time.

### **Application Procedure**

Interested candidates, please email a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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