



JOB TITLE: College Counseling Assistant

REPORTS TO: Director of College Counseling

CLASSIFICATION: Non-Exempt / Part Time (20 hours a week)

HOURS: 12:00pm-4:00pm

The College Counseling Assistant plays a vital role in the efficient operation of the department. This involves independently managing numerous specialized projects, complex processes, and the daily operation of the College Counseling Office. The Assistant provides direct administrative support to the Office, including managing work flow by calendar, serving on the front lines of communications, and facilitating application processing. Independent problem solving and being able to utilize online tutorials and Help Desk services for computer programs are necessary.

This role will contribute to our students and families path of success in the college application process, which we define in four categories: choices in where they enroll, increased self-awareness, internal drive of self-worth, and cultivating autonomy.

The following include the primary responsibilities of the position:

Office Operations

- Serve as the first point of contact in the College Counseling Office for students and caregivers as well as college and university admission representatives;
- Create an environment that is warm and welcoming to students, parents/guardians, faculty, and staff;
- Maintain and update the office with new materials;
- Ensure the efficient operation of the department by advancing workflow by month, and by providing clerical support of related tasks and inquiries;
- Perform assistant-based tasks for college counselors, including supporting individual counselors' calendars and projects as needed;
- Assist with data collection and reports, as needed, and supporting the team with presentations and board reports.

Scheduling & Calendar

- Manage, schedule, and promote visiting college representatives (online or on campus) throughout the year;

- Together with counseling staff, oversee several evening (in-person and online) programs;
- Oversee the college counseling calendar including confirming classroom spaces while keeping college counseling events on the School's master calendar updated;
- Support the college counseling team in organizing/executing college counseling events including handling details and logistics such as room reservations, catering details, technology needs, and communicating program details for day/evening in-person/online programs

Application Management Platform Support & Transcript Management

- Work with the registrar to ensure that all transcripts for seniors are updated, complete, and accurate;
- Send all senior transcripts and letters of recommendation to colleges via SCOIR, and other methods as necessary;
- Maintain SCOIR, including managing the teacher recommendation letter process, electronically submitting school documents to colleges, and generating reports;
- Maintain and update student statistics with regards to college applications, test scores, college matriculations. Use SCOIR and other application management platforms to generate reports

Standardized Testing

- Facilitate PSAT administration as test coordinator; assist with other onsite test coordination and administration including proctoring of APs and school-based ACT/SAT tests, as needed;
- Maintain standardized testing score reports and disseminate information regarding SAT, ACT, and AP tests

Miscellaneous Duties

- The Office Assistant will be responsible for handling various duties throughout the year including proofreading letters of recommendation, maintaining college counseling digital folders, proctoring AP and practice exams, and maintaining the office while the college counselors are traveling.
- Maintains and updates the College Counseling portion of the MA website.
- Works closely with the Communications office around the College Counseling quarterly newsletter and other important college counseling communications.
- Researches and updates scholarship opportunities for students.

Familiarity with the following tools: Scoir; Blackbaud; Google suite including sheets, docs, and forms; Eventbrite; social media

In addition to the duties listed above, Marin Academy expects the following of each employee: adheres to Marin Academy policies and procedures; works in a safe manner; performs duties as

workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in MA events as needed or required; and completes other duties as assigned.

REQUIREMENTS:

- Bachelor's degree preferred
- Previous employment as a counseling assistant preferred
- Knowledge of Scoir program and college process strongly preferred
- Previous experience as a testing coordinator strongly preferred
- Excellent written and verbal communication skills required
- Strong attention to detail required
- Excellent interpersonal skills required
- Familiarity with social media platforms

Marin Academy is an independent, college preparatory high school located in the San Francisco Bay Area in San Rafael, CA with an enrollment of 450 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods. Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer committed to excellence through diversity. For more information about Marin Academy, please visit our website (www.ma.org).

Please submit resume and letter of application to:

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