



The  
Frederick  
Gunn  
School

## ASSISTANT DIRECTOR OF COLLEGE COUNSELING

[gogunn.org](http://gogunn.org) | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

### **Job Description:**

The Frederick Gunn School College Counseling Office seeks to add a like-minded educator to the staff. Reporting to the Director of College Counseling, the Assistant Director will be responsible for supporting students and parents through all aspects of the college search and application process. We are looking for candidates that are passionate about working with adolescents and those that offer a good mix of humor, flexibility and a team-oriented approach in their daily interactions.

Specific responsibilities for this position include (but are not limited to):

- Advise and support approximately 35 seniors and their families through all aspects of the college planning process
- Educate students and parents about colleges, admission strategies, trends, and standardized testing,
- Empower students so that they understand the importance of self-reflection and fit throughout the college search process
- Administer the on-line resource Cialfo that gives an additional tool for students and families to investigate, research, track, and plan for the college admission process
- Assist with planning and overseeing student and parent programming sponsored by the College Counseling Office, including teaching assigned College Seminar sections to juniors and seniors
- Write personalized and thoughtful counselor profiles for each assigned counselee
- Develop and expand upon long-term relationships with colleges and universities, including meeting with college admissions representatives who visit campus, and traveling to college campuses and professional conferences



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- Stay informed on current issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and participating in local and national professional organizations
- Assist testing coordinator in administering all standardized testing as needed
- This position will include residential life and co-curricular responsibilities if the candidate lives on campus.

### Essential skills:

Excellent writing skills are imperative, as is the ability to communicate well with peers, students, and families. Other requisite characteristics include strong organizational skills and a willingness and enthusiasm to work with students at this critical juncture in their lives.

- An enthusiastic advocate for the school's mission
- A superb oral and written communicator
- A person who believes in the critical importance of [diversity in the life of a school](#)
- A master teacher and student-centered educator
- An understanding of boarding school culture and enthusiasm for all that it brings
- A willingness to learn and take risks

### Education and experience:

- Minimum: Bachelor's Degree and experience working with adolescents
- Experience in a college admissions office and/or high school college counseling office is preferred
- Background and strong understanding with post-secondary financial aid and scholarships is highly desirable

### To Apply:

Please send cover letter, resume, and references to Darlene Luminati, The Frederick Gunn School, 99 Green Hill Road, Washington, CT 06793, or to [luminatid@frederickgunn.org](mailto:luminatid@frederickgunn.org) by Monday, May 30th. Your cover letter should articulate with specificity why you would be a good fit for this position and, more generally, for The Frederick Gunn School.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, FGS does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin,*



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*ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.*

*Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

*BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.*

## **CORE VALUES**

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development



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We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

## Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.