



COLLEGE COUNSELOR

About Sacred Hearts Academy

Sacred Hearts Academy is a Catholic college preparatory school which provides girls and young women an exceptional education, the experience of God's compassionate love revealed in the hearts of Jesus and Mary and the inspiration to become leaders for their communities and the world.

Along with its college prep curriculum, the Academy focuses on the development of students' character and values, collaboration, mutual respect and community service. Our school is a place where young women learn to listen, question, express themselves and gain the knowledge and confidence that will empower them to succeed in their education and in life. We believe that an excellent education enables students to value themselves as individuals and prepares them to participate with impact in a complex, changing society.

Job Summary

Sacred Hearts Academy is currently seeking an energetic, professional, and compassionate college counselor to work in this distinctive environment alongside other caring faculty and staff in a community rich and varied, with lively, enthusiastic young women. The fellowship and mutual support in our community make Sacred Hearts Academy a remarkable place to be and a wonderful place to work.

The college counselor advises students about college options, the admission process and financial aid opportunities. The counselor works in conjunction with other grade level counselors helping students in the academic preparation for college, researching colleges and local and national scholarships, discussing factors important for students in finding the right college. The counselor will help to maintain the Academy's track record of helping students gain admission to top-ranked universities across the country and around the globe and universities that are the right fit for each student.

Specific Duties

College Counseling

Build and maintain relationships with admission professionals (mainland/local and international).

Coordinate college grade level presentations (7-12 grades) in collaboration with other Academy grade level counselors.

Educate families about college admissions process, maintaining satisfactory academic progress, college admission testing, and the financial aid and scholarship possibilities.

Guide students and others in understanding and utilizing Naviance (Maia Learning/Scoir), the college admission data management system which the Academy uses.

Provide guidance and resources to students and parents and teach them the tools to navigate the college search and application process.

Coordinate college admissions officers' visits to the Academy (80+ each year).

Maintain a strong working knowledge of colleges and universities.

Stay current on higher education admissions policies and requirements.

Update college resources in the office.

Update the annual Academy college planning guide publication and high school profile.

Meet individually with seniors and parents to explore and identify appropriate college options, review transcripts, test scores.

Monitor individual student progress throughout the college application process.

Organize Fall and Spring college tours to mainland college campuses (mostly west coast) as well as local colleges.

Write letters of recommendations and fill out appropriate admissions/school forms as well as prepare supplementary materials to be sent to colleges.

Oversee that school credentials (transcripts and letters of recommendation) get sent to colleges, along with teacher recommendation(s).

Offer financial aid workshops.

Provide workshop for teachers on letter of recommendation writing.

Testing

Distribute information on SAT/ACT testing (handouts, publications, flyers).

Provide SAT/ACT prep classes (Fall/Spring.)

Coordinate the school's testing program (SAT School Day/PSAT/Advance Placement) which includes ordering and overseeing proctoring.

Distribute PSAT results to dept heads (e.g. AP Potential).

Early college/Dual Credit

Oversee and develop the Early College program conducted with Leeward CC and Chaminade University
Promote, recruit, register, and approve course enrollment.

Communicate with LCC and Chaminade University personnel regarding course offerings, prerequisites, placement testing, completion of appropriate forms.

Other duties

Participate in Counseling Dept meetings/activities.

Be active member of the Hawaii Association of College Admissions Counseling (HACAC) and the HSCA and participate in their respective events/workshops throughout the year.

Attend College Board/ACT counselor workshops and other relevant professional development events.

QUALIFICATIONS

- Bachelor's degree in psychology, counseling, education or a related field required, Master's Degree preferred.
- Minimum of three years of school/college counseling experience.
- Desire and ability to work with student in grades 7 and 12 with diverse backgrounds and levels of ability toward accomplishing their educational and post-secondary goals.
- Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.
- Working familiarity with student assessment tools including PSAT, SAT and ACT, especially in evaluating and interpreting standardized test results.
- Excellent verbal and written communication skills.
- Strong work ethic, ability to adapt quickly, strong time management skill and respect confidentiality.
- Skilled at information gathering and data management (student and college records).
- Knowledge of educational software such as Naviance, Maia Learning or Scoir.