

## JOB DESCRIPTION

**Position Title: College Counselor**

**FLSA: EXEMPT**

**Posting Date: May 10, 2022**

**Closing Date: July 1, 2022**

**12 MONTH**

**Start Date: August 1, 2022**

**Primary Role:** OLMA seeks a College Counselor who will foster student-centered, highly individualized college processes designed around a “fit-first” philosophy. The College Counselor will support students in navigating college admissions and financial aid, with strong emphasis placed on guiding students in the self-reflection and self-discovery needed to identify and then apply to schools where they will thrive and grow.

Compelling candidates will enjoy working closely with high school students and engendering supportive relationships that respect and celebrate students’ unique stories. Candidates will need to pair an exceptional work ethic and excellent communication skills with warmth, empathy, and thoughtfulness to help students and families feel empowered and confident in their processes. The desire to collaborate with other OLMA faculty and staff as well as the willingness to partner proactively with parents are essential.

The College Counselor reports to the Director of Guidance, taking a share of the office responsibilities as assigned, and:

- Meets frequently with all students to discuss college research and lists - Communicates with parents to develop a partnership
- Provides advice on application components, including all essays
- Assists students in meeting admissions and financial aid deadlines
- Collaborates with team to teach counseling classes, plan events, and complete projects
- Engages actively in professional development and represents the school by attending regional/national conferences, industry seminars/institutes, and college/university visits

The strongest applicants will have the following qualifications:

- College admissions experience, either as a college admissions officer or high school college counselor (three plus years in such settings is preferred; title and salary will be commensurate with experience)
- Be well-versed in the college admission and financial aid landscapes and current trends; be comfortable with data analysis, data management platforms and technology associated with the college process (including the Google suite, Naviance, and Scoir)
- Be flexible, energetic, empathetic, optimistic, detail-oriented, organized, good-humored, invested, and confident; this includes the ability to have nuanced and sometimes difficult conversations with students and families

### **Key Accountabilities:**

- Respond to feedback with a growth-oriented mindset
- Embrace inquiry, discussion, and collaboration as methods for teaching and learning
- Practice cultural responsiveness and demonstrate an appreciation for how our students’ identities may inform their behavior and performance.
- Wish to be a part of a collaborative team

- Is motivated to help our students meet their aims by maintaining high standards while also practicing care and flexibility
- Demonstrate an investment in helping to build our community as one that is supportive, healthy, inclusive and diverse
- Show an ability to juggle multiple priorities and responsibilities -  
Enjoy working with adolescent students, in particular

<b>Education:</b>	<ul style="list-style-type: none"> <li>● A college degree and relevant work experience</li> </ul>
<b>Years of Relevant Experience</b>	<ul style="list-style-type: none"> <li>● 5 or more</li> </ul>
<b>Types of Experience</b>	<ul style="list-style-type: none"> <li>● A professional supportive manner when working with all constituents</li> </ul>
<b>Certifications &amp; Licenses:</b>	N/A
<b>Skills / Knowledge:</b>	<ul style="list-style-type: none"> <li>● An understanding and appreciation of working in an all-girls environment</li> <li>● An understanding and appreciation of the mission of OLMA</li> <li>● A detail-oriented approach to work with the ability to be flexible in terms of shifting priorities throughout the work day.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>● Fluency in technology and the ability to learn and adapt to new technologies</li> <li>● Fluency in the Google platform (sheets, docs, slides etc.)</li> </ul>
<b>Work Environment:</b>	We are particularly interested in hearing from qualified candidates who want to work in a school that emphasizes the full development of each individual and service to others.
<b>Travel Requirements:</b>	Minimal
<b>Key Interfaces/ Relationships:</b>	Head of School, Leadership Team, faculty, office staff, students and parents.
<b>Other:</b>	Please note: This job description is not designed to cover or contain a comprehensive list of all activities or duties required to meet the standards of the OLMA community.

**Position Reports to:** Head of School

**To Apply:**

Please email a cover letter and resume to Brooke Coyle, Head of School, at [mrs.coyle@olmanj.org](mailto:mrs.coyle@olmanj.org)