



Director of College Counseling

(Position Available: January 2023/ Flexible Start Date)

Overview

Sacred Heart Academy “SHA” Bryn Mawr (PA) is a Catholic, independent college preparatory school for girls founded in 1865 by the Religious of the Sacred Heart of Jesus and lay-owned and governed since 1969. Serving approximately 200 students in kindergarten through twelfth-grade, the School is seeking a self-directed, experienced, and energetic Director of College Counseling in anticipation of the 2023-2024 school year.

Successful candidates for the Director of College Counseling will have excellent communication skills and be motivated to work collaboratively with the Director of Academics, Upper School Director, Upper School Counselor, Lower and Middle School Director, and the Middle and Upper School teaching team. The ideal candidate will also contribute to the SHA program by teaching one section of a year-long course or coaching two out of three interscholastic sport seasons each year.

The Director of College Counseling will plan and organize, lead, and execute all aspects of the college admissions process at SHA. This is an important and highly visible role in the leadership of the School’s overall educational program. Enthusiasm, a strong work ethic, and impeccable organizational skills are key.

Responsibilities

- Meet the ethical standards of the college admissions profession as articulated by the National Association for College Admission Counseling (NACAC)
- Lead and enhance a four-year College Counseling Program
- Lead junior and senior college preparatory seminars
- Manage the School’s Naviance account, school profile, and College Counseling webpage
- Advise and guide a caseload of approximately 30-35 students per grade through the college application and selection process
- Work closely with the Upper School administration to guide students through all aspects of the college exploration and application process
- Collaborate with the Director of Academics regarding course requests and with faculty on recommendation letters
- Help students self-assess and research higher education and other post secondary opportunities



- Counsel students and parents about college options; disseminate college information to parents through scheduled presentations and individual conferences
- Maintain a professional level of sensitivity to different family cultures and dynamics
- Display a commitment to diversity and creating a culture of equity, inclusion, and belonging in approach to teaching and learning, as they are recognized and valued by SHA
- Complete an online anti-bias training program in the first year of employment
- Assist students in selecting the most appropriate standardized tests for college entrance
- Review college applications and transcripts
- Develop and write official school letters of recommendation for all seniors and communicate with college admissions offices
- Assist with all aspects of the financial aid process
- Host college representatives who visit SHA and serve as a liaison with college admissions offices throughout the academic year, helping them to understand and appreciate SHA students
- Visit colleges and universities throughout the academic year
- Attend national and regional college admissions counseling conferences and forums to stay abreast of current developments in college admissions and education
- Engage in ongoing assessment of the college counseling office operations and reimagine methods, approaches, and programming
- Share in the day-to-day life of the school community and in furthering the school's mission
- Serve as the Services for Students with Disabilities (SSD) Coordinator for students with accommodations on SAT and ACT

Qualifications

- Bachelor's Degree; Master's Degree in Education or School Counseling preferred
- 3+ years of successful experience working with students and their families in the college admissions process in either a secondary school college counseling office or in a college admissions office; experience working in an independent school preferred
- In-depth knowledge of colleges and universities as well as a contextual grasp of the current college admissions landscape
- Desire to work intensively and collaboratively with each grade of approximately 30-35 families, eagerly welcoming conversations and encouraging interaction among students, parents, and the college counseling office
- Experience counseling a range of learners
- Intimate knowledge of the financial aid process
- Strong analytical writing skills
- Strong public speaking skills and the ability to lead events for students, parents, and colleagues
- Active participation in local and national associations relevant to the college counseling profession, including NACAC, College Board, and Association of College Counselors in



Independent Schools (ACCIS), as well as interest in attending college tours and networking with colleagues in college counseling and college admissions

- Appreciation of and commitment to single gender education
- Willingness to engage with and learn from people with diverse backgrounds and experiences
- Commitment to building a diverse, equitable, and inclusive school community
- Eagerness to contribute positively to the SHA community and uphold its Mission including a commitment to the Sacred Heart Goals and Criteria
- Ability to bring joy, kindness, maturity, and flexibility to the school environment

To apply, please send a cover letter, resume, and contact information for three professional references to the *Director of College Counseling Hiring Committee* at admin.opening@shabrynmawr.org.

Sacred Heart Academy Bryn Mawr is part of a national network of 25 Sacred Heart schools located in North America which share a common heritage and vision. There are more than 150+ Sacred Heart schools around the world, providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, service opportunities, and use of the *SophieConnect* Network. Sacred Heart Academy is accredited by the Pennsylvania Association of Independent Schools (PAIS) and a member of the Association of Delaware Valley Independent Schools (ADVIS) and the National Association of Independent Schools (NAIS).

To learn more about Sacred Heart Academy Bryn Mawr, please visit <https://www.shabrynmawr.org/>

Mission

Sacred Heart Academy educates college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life's challenges - all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

Sacred Heart Academy Bryn Mawr commits itself to educate to *the Five Goals and Criteria* of a Sacred Heart education which unify us with the Network of Sacred Heart Schools.

Notice of Non-Discrimination

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.