



JOB TITLE	Administrative Assistant to College Counseling
DIVISION/DEPARTMENT	College Counseling / Secondary School, Grades 6-12
LOCATION	Ortega Campus, 1201 Ortega St., SF, CA 94122
REPORTS TO	Director of College Counseling
TYPE OF POSITION	Full-Time, open until filled

OVERVIEW

- LFSF seeks a committed educator who will support the goals of the College Counseling program to assist students in their post-secondary plans.
- The college counseling assistant is an administrative staff support position and not a college counselor position.
- This is a contract, based on an academic calendar, which includes summer, in person position.
- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 800+ students in grades preK-12 across 3 campuses. For more information about our school, please visit: www.lelycee.org
- LFSF offers competitive salaries commensurate with qualifications and experience and a comprehensive benefit package.
- Professional development opportunities are available through participation in conferences and workshops, membership in professional organizations, and continuing education.

RESPONSIBILITIES

- 1) **Administrative Assistant:**
 - Assist in administrative tasks related to college admissions and guidance
 - Plan, schedule, coordinate, promote, and attend college counseling events (e.g. college fairs, enrichment fairs, college rep visits). Occasional nights and weekends to assist with college counseling events are *required*.
 - Create newsletters for middle school and high school families to communicate about school and community events, college visits, and enrichment programs
 - Keep accurate and meticulous student accounts using current software
 - Maintain college counseling calendars; schedule student, parent, and administrative appointments
 - Prepare awards announcements and newsletters
 - Update calendars, resources, links and summer programs on various platforms
 - Collaborate with marketing & communications to promote student success
 - Monitor, stock, and display on campus information that supports college admissions and enrichment
 - Assist to create, update, revise UC eligible course content and NCAA eligibility courses
 - Write a variety of documents, forms, newsletters given oral or written directions
 - Compile information and write reports as required
 - Maintain financial reports of department expenditures, given to supervisor on a monthly basis
 - Maintain a month-by-month electronic planner of duties/tasks and collaboration
 - Plan, and attend weekly staff meetings
 - Attend and engage in Professional Development Opportunities, DEI and School-wide events
 - Maintain confidentiality at all times
- 2) **Enrichment Program Coordination:**
 - Work with your supervisor to research enrichment programs for grade 9-12 students to create individualized enrichment plans based on interests and passions
 - Coordinate recommendations and collaborate with the registrar to send documents to enrichment programs

- Work with your supervisor to build ties with community organizations to establish enrichment and/or community service programs
- Support students in completing long-term enrichment goals, including the Congressional Service Award, Presidential Service Award, etc...
- Support school life, innovation/design projects, and summer enrichment programs with interdepartmental collaboration

3) **Standardized Tests Coordination:**

- Oversee the coordination and administration of standardized tests related to college admissions (e.g. National U.S. exams, SAT, PSAT, AP, tests with accommodations, etc...), including proctoring, scheduling, and corrections.
- Plan and organize test preparation programs
- Assist SSD Coordinator (Services for Students with Disabilities Coordinator) in providing accurate documentation and accommodations for standardized testing, including proctoring
- Coordinate European university admission tests, such as Oxford TSA, Cambridge exams, etc..
- Working occasional weeknights and weekends is part of logistics of standardized tests coordination

4) **Collaboration with Registrar:**

- Assist and support registrar duties
- Collaboration and co-learning with registrar is an expectation of the position
- Collaborate on and update departmental registrar forms
- Review U.S. transcripts/report cards for High School (for transfers, enrichment programs, and/or college admissions)
 - Calculate and review GPA as required for High School transcripts/report cards
 - Verify current and final transcripts
- Assist in the writing, reviewing, and editing of registrar policies and procedures in conjunction with the Registrar Policy Committee.

Other duties as assigned. Candidate will be expected to assist others when projects require office staff to work as a team.

QUALIFICATIONS

- Bachelor's degree *preferred*, but not required
- Preference given to candidates with 1-3 years of experience in the education field, preferably in high schools or university
- Experience in a college counseling/admissions context *preferred*
- Proficiency in American school systems and curriculum *required*
- Proficiency in French school systems and curriculum *preferred*

LANGUAGE:

- Fluency in the English language *required*.
- Candidate is *not required* to speak French, but knowledge of French and French culture will be an advantage

TECHNOLOGY:

- Experience with educational and college counseling software/programs *preferred* (e.g. Naviance, College Board, SCOIR)
- Experience with design software *preferred* (e.g. Canva, Loom, etc..)
- Advanced knowledge of Google Suite *required*
- Experience with Social Media *preferred* (e.g. facebook, instagram, etc...)

PERSONAL SKILLS

- Excellent organizational, communication, and interpersonal skills
- Must be detail-oriented
- Exhibit an attitude of Team Spirit and Collaboration
- Skilled with maintaining confidentiality across diverse populations
- Appreciation of and experience with diverse cultures and cross-cultural contexts, preferably with transatlantic international students

Salary is commensurate with level of education and experience:

*Candidates with 1-3 years related experience in the education field can anticipate an annual salary, ranging from: **\$60,217.00 to \$62,321.00 (Administrative Scale 3)**. The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc. LFSF offers a negotiated salary range. The LFSF salary grid can be found: (<https://www.lelycee.org/fs/resource-manager/view/12da6a3e-d3a0-4e26-a333-b8551aa09703>).*

Excellent benefits package which includes vacation, paid holidays, medical coverage for employee and eligible dependents, dental, long-term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume, cover letter and references, Attention Natalie Bitton, Director of College Counseling via: <https://www.lelycee.org/about/jobs>

* The list of responsibilities is not meant to be exhaustive. Responsibilities may be subject to change in order to meet the evolving needs of the organization.