



### **Associate College Counselor**

Community School of Naples, an independent, college preparatory school in Southwest Florida, is currently seeking an Associate College Counselor. This position reports to the Dean of College Counseling and serves an upper school of approximately 400 students. The Associate College Counselor works closely with the current team to meet the needs of students in grades 9-12.

#### **Responsibilities**

- Guiding all aspects of the college search and application process from grade 9 to 12, including meeting individually with students and parents and writing letters of recommendation on their behalf.
- Meeting with groups of students and parents as they explore the college application process, including in advisory groups, class meetings, parent coffees, evening events, etc.
- Assisting with college counseling sponsored programs and events for students and their parents.
- Coordinating communication to the school community via innovative use of web-based tools, including the CSN website, social media, etc.
- Visiting and developing relationships with college and university representatives through the coordination and booking of visits from over 70 college reps every year.
- Maintaining electronic databases and updating student information in Naviance throughout the year, including standardized test scores, transcripts, letters of recommendation, etc.
- Supporting other school initiatives and events, including standardized testing administration, academic ceremonies, graduation, etc.
- Traveling out of state will vary from year to year, but will likely include both professional conferences (NACAC and SACAC) and college campus visits.
- Supporting and leading all other efforts and initiatives of the College Counseling Office.

#### **Requirements**

- Bachelor's degree required.
- High school college counseling office is required with independent school counseling office preferred. Previous experience in a college admissions office will be considered.
- Strong interpersonal, organizational, and writing skills.
- Strong attention to detail, with the ability to meet important deadlines.
- Ability to work effectively in a highly collaborative, high-stakes environment.
- Commitment to participating in professional organizations, conferences, and college visits.

#### **Community School of Naples**

CSN is one of the top independent, non-sectarian day schools in Florida and maintains a PreK3-12 school enrollment of approximately 1000 students. CSN students are consistently top-ranked when compared to all other Southwest Florida high schools when it comes to test scores, extracurricular activities, and college acceptances. New academic initiatives, such as the Scholars

Program, AP Capstone Diploma, Global Exchange Program, and the Juliet Collier Sproul Center for Community and Global Impact ensure that both students and faculty have the opportunity to grow and develop into world-class thinkers and leaders. Recent campus improvements include the Institute for Science and Environmental Research (or ISER, where the College Counseling Office is housed), the John N. Allen Family Stadium, Fitness Center and new Lower School Dining Hall.

### **Compensation and Benefits**

This position is a ten-month, administrative position for the 2023-24 academic year, with a start date of near August 1, 2023. The position is paid on an annual salary commensurate with experience, degree attainment, and qualifications. All employees are eligible to participate in CSN's generous 403(b) retirement program as well as Aflac, Legal Shield, and Pet Insurance. Full-time employees are eligible for our competitive benefits package, including medical, dental, vision, disability, AD&D, and life insurance. Please visit our website for more details about the benefits of a career at CSN.

### **Applying**

Please apply via our online application portal only, which allows for uploading of supporting documents. Please do not mail, fax, email, or drop off your materials.

<https://communityschoolnaples.tedk12.com/hire/index.aspx>

Please include a cover letter, resume, and references as well as instructions about contacting your current employer by attaching these documents to your application. If needed, cover letters and additional supporting documents may be emailed to [dpainter@communityschoolnaples.org](mailto:dpainter@communityschoolnaples.org); they will be forwarded to the selection committee.

- **Community School of Naples is an equal opportunity employer.**
- **Fingerprinting and background checks are a required part of CSN's employment eligibility process.**