

Title: Associate Director: Center for College & Life Planning
Classification: Salary; Exempt

Status: Full-time; 12 months
Reports to: Director of the Center for College Life & Planning

JOB SUMMARY

The Associate Director for the Center for College & Life Planning is a full-time year-round administrative position and reports directly to the Director of the Center for College Life & Planning. The Associate Director for the Center for College & Life Planning supports the objectives of the office and is a dynamic student-oriented guidance professional.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The CCLP Associate Director will work with all grade levels and their parents. The Associate Director will be involved in the planning and execution of programs for parents, assisting in the administration of AP, PSAT, and Practice ACT testing, and all other aspects of the post-graduate process.

The CCLP Associate Director will assist with the master calendar planning and event planning, and college admission representative visits, and planning and execution of the College Preview. The Associate Director will assist with welcoming, meeting, and networking with college admission representatives who visit the Parish campus. The position will require 14-25 days of travel a year to attend workshops, conferences, and college visits.

The CCLP Associate Director will meet with all grade levels and their parent(s) individually as needed to help all students understand the overall college admission process. The CCLP Associate Director will assist in reviewing student essays and personal statements.

The CCLP Associate Director will write an official school statement for one third of the senior class. To do so, the Associate Director gathers information from parents, teachers, school records, and students themselves. The Associate Director will assist the CCLP office to complete all school reports and mid-year report forms requested by colleges, including evaluations of students.

The CCLP Associate Director will manage database systems and physical files to keep track of college application materials.

The ideal candidate will have: the ability to respond effectively to the needs of a diverse and demanding student and parent population; knowledge of colleges; their academic programs; admission policies; and financial policies and procedures.

QUALIFYING CHARACTERISTICS

- Bachelor's degree and substantial experience in independent school counseling, college admissions, or both.
- Knowledge about current trends in admissions at selective colleges and universities.
- An extremely well-organized, detail-oriented individual.
- High energy level and ability to adopt to dynamic situations with a sense of urgency.
- Bright, hard-working, and enthusiastic with a serious commitment to excellence.
- Industrious, independent-minded and determined, with a drive to achieve results.
- Entrepreneurial and highly motivated, with the ability to transmit passion to and through others.
- Strong analytical and writing skills.
- Flexibility and the ability to multitask.
- Well-developed interpersonal skills to deal effectively with a wide range of constituents in a school environment.
- Ability to handle confidential material and situations with discretion and sensitivity.
- Ability to interact with students, parents, faculty, and other school stakeholders.
- Possesses high integrity, honors commitments, and acts with professionalism.
- Accessible and approachable people person with a good sense of humor.
- Self-confident and secure in one's achievements without seeking or requiring recognition.

- Responds well to criticism and deals successfully with difficult and challenging people and circumstances.
- Competence with basic word processing, spreadsheet, PowerPoint, and internet functions. Experience in Naviance and similar platforms highly preferred.
- Must be able to meet physical requirements of the position.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends staff development meetings as needed.
- Attends conferences.
- Attends school functions as needed.
- Attends chapel .

SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds

- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making - Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.