



The  
Frederick  
Gunn  
School

## **COLLEGE COUNSELING OFFICE ADMINISTRATIVE ASSISTANT & TESTING COORDINATOR**

**[gogunn.org](http://gogunn.org) | Washington, CT**

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

### **Summary**

The College Counseling Office Administrative Assistant & Testing Coordinator has three primary roles within the school. The first is to serve as the office support professional for a College Counseling Office that works with approximately 90 seniors and 90 juniors on an annual basis. As Testing Coordinator, this position oversees standardized testing

administration (SAT, ACT, PSAT, AP, SSAT) for the entire School. Finally, the College Counseling Office Administrative Assistant & Testing Coordinator provides general administrative support for the School and the Administration. Specifically, this position plays an important support function to the Director of College Counseling, Associate Head of School and, more generally, works in conjunction with the Registrar, the Executive Assistant to the Head of School, and the Admissions Office Administrative Assistants. Technical proficiency, attention to detail, strong organizational skills, and event management expertise are essential to this role. As an external-facing member of the College Counseling Office, the individual will possess good judgment, a sense of humor and embody the school's core values, representing the school with hospitality, patience, and grace to faculty, educational consultants, admission representatives, and to prospective, current, and past students and parents.

### **Key Responsibilities**

- Serve as system administrator for Cialfo, the College Counseling Office's technology platform that assists students, parents and counselors with the college search and application process. Duties include updating and maintaining the database, uploading and submitting college application materials electronically, and working with students and families to troubleshoot issues as they arise.
- Facilitate the solicitation, collection, submission, and subsequent archiving of materials in support of student college applications (transcripts, letters of recommendation, and other such materials).
- Serve as testing coordinator for all on-campus exam administrations throughout the academic year (SAT, ACT, PSAT, AP, SSAT).
- Liaise with FGS' standardized test prep course provider in coordinating SAT and ACT prep course offerings.
- Manage all aspects of CCO-sponsored events throughout the academic year (admission rep visits, college fairs, parent events, and other such events).
- Facilitate annual revision and publication process of FGS School Profile and College Counseling Handbook.
- Coordinate the process of document authentication in obtaining apostilles for international students as needed.
- Semi-regular participation in professional development opportunities offered through the Association of College Counselors in Independent Schools (ACCIS) and other professional organizations as required by the position.
- Respond to parent and student inquiries related to the College Counseling Office, using discretion and providing solutions whenever possible before forwarding to the appropriate person.

## **Key Skills and Capabilities**

- Unwavering attention to detail. Knowledge of document management and retention best practices.
- Mastery of online database systems; experience with Cialfo, Naviance, Blackbaud, or similar online school database systems highly preferred.
- Excellent written communications skills, and courteous phone manner.
- Excellent customer service and interpersonal skills displaying a positive and can-do attitude that supports the mission of the team. Ability to be a team player. Professional appearance and demeanor.
- Highly-proficient in Google Suite, Microsoft Office, and Zoom. Able and willing to learn new programs.
- Ability to organize large teams and logistics for important school-wide events with high visibility.
- A willingness to help where needed, being flexible to support other departments.
- Strong attention to detail and problem-solving skills with the ability to prioritize and work under time constraints with deadlines.
- Ability to hold in confidence sensitive student and faculty information that flows through the office, sharing information only as needed and approved.

## **Key Relationships**

- Coordinates with the Director of College Counseling in devising the Office's master calendar each academic year (admission rep visits, college fairs, parent events, and other such events).
- Liaises with the Registrar with regard to the School's master calendar as well as providing support as needed in the maintenance, production, and distribution of transcripts and permanent files for prospective, current, and past students.
- Liaises with the Director of the Center for Academic Excellence with regard to testing accommodations for students granted by the College Board and ACT.
- Liaises with the Business Office as needed with regard to student transcript requests.
- Works with the Associate Head of School by providing administrative support.

## **Qualifications**

Minimum 5 years prior experience in an administrative support role with database management responsibilities required. Bachelor's degree preferred.

## **Compensation and Benefits**

Reports to the Director of College Counseling and the Associate Head of School. Hours: 8am to 4pm Monday through Friday with occasional Saturday work for all-school events and/or

standardized test administrations. Time on Saturday may be swapped with other time elsewhere in the work week as flex time. Flexible summer hours and a competitive benefits package which include, but are not limited to: Medical and Dental and life Insurance, Employer sponsored retirement plan, vacation and sick time, tuition remission, and meals in the dining hall when school is in session.

**To Apply:**

- Email cover letter, resume, and three professional references (references will not be contacted without notifying you) to: [mcmannk@frederickgunn.org](mailto:mcmannk@frederickgunn.org).
- Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

*BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*

**Core Values**

**Integrated Humans**

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

**Hopeful Faculty**

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and

practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### **Learning Ecosystem**

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### **Moral Character Development**

We are a school that nurtures Mr. Gunn’s belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### **Engaged Citizens**

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.