Associate Director of College Counseling  
July 1, 2024 Start Date

The Associate Director of College Counseling works closely with the Director of College Counseling and the five-member college counseling team to support approximately 40 students and their parents/guardians through the college selection, application, and admission process. This role includes writing letters of recommendation, consulting, and meeting with students on a regular basis, advocating to colleges on students’ behalf, hosting college representatives who visit campus, and contributing to the curriculum of college admissions-focused programming provided by the school.

In addition, the Associate Director of College Counseling will also coach/contribute to the afternoon co-curricular program, act as a faculty advisor to students, be involved in all aspects of school life, including evening and weekend duties, and undertake other responsibilities as needed.

Qualifications

- Demonstrated commitment to the tenets described in the school's Statement on Diversity, Equity, and Inclusion and Portrait of the Graduate.
- A Master’s degree and at least three years of relevant professional experience, ideally in an educational setting.
- Strong interpersonal and communication skills.
- Organizational skills and attention to detail.
- Willingness to work evenings and weekends for special events and projects.
- Technology skills inclusive of general proficiency with Naviance, Microsoft Suite, Google Suite, and Internet browser skills. Usage of Canvas LMS programs will be required in all aspects of normal daily activities with training provided.
- The ability to inspire and work collaboratively with diverse groups of students, employees, and other invested parties to support and expand programmatic and institutional goals; and interest in joining a residential community that serves a globally-inclusive student body.
- Authorized to work in the United States of America.

This is a benefits-eligible position that includes either campus housing or housing stipend and use of school facilities including the grounds, athletics center, and dining hall, (position specific and subject to availability). Additional details about the general responsibilities for faculty positions can be found here.

Candidates for this position should email a PDF copy of their resume and a brief introductory email to: deanoffaculty@taftschool.org

The Taft School is an affirmative action-equal opportunity employer. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran’s status, genetic predisposition or any other class protected by law.