



Opportunity Statement

Director of College Counseling

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily and enrollment is more than 320 students in Grades 6 to 12 in the 2023-24 academic year. Thaden will introduce a Lower School beginning with Kindergarten and Grade 1 in the 2024-25 academic year.

The School now seeks a Director of College Counseling to lead the expansion of a program that despite its short tenure has already achieved an impressive record of success. This is a unique opportunity for a student-centered, community-oriented, collaborative, and strategic leader who can look forward to strong support from school leadership, excellent resources, and talented and committed colleagues.

Thaden's college advising program encourages students and their families to think deeply, creatively, and expansively about their world of academic opportunities. Under the guidance of our college counseling team, Thaden's pioneering three classes of graduates have found their way to more than 40 different colleges and universities in 26 states and one foreign country. The School has also established credibility and visibility among college admissions offices nationwide and positioned itself as a leader in the Northwest Arkansas region, providing programming and convening conversations that serve college-bound students in the broader community. This is a unique opportunity for a student-centered, community-oriented, collaborative and strategic leader who can look forward to strong support from school leadership, excellent resources, and talented and committed colleagues.

Role and Responsibilities

- Leading the college counseling office and collaborating with a skilled team
- Preparing and advising students and families from diverse backgrounds through the college research, application, and selection processes to support self-discovery and an open-minded sense of adventure

- Guiding students and families of varied circumstances through the challenging and changing landscape of financial aid and scholarship support
- Reviewing, adjusting, and improving the college counseling program each year
- Executing on-campus programs and workshops for parents, students, college admissions representatives, and community partners
- Writing letters of recommendation
- Preparing regular communication to students and parents, including emails, handbooks, timelines, and newsletters
- Visiting college campuses to establish and maintain mutually beneficial relationships with college admission staffs
- Partnering with the leadership team in building strong relationships with institutions of higher education throughout the United States
- Representing Thaden School at national and regional conferences
- Attending weekly faculty and administrative meetings
- Serving on the Teaching and Learning Committee to advise on academic programming and decision-making
- Advising faculty in their writing of college recommendations
- Establishing and maintaining an annual budget
- Engaging actively in the Thaden School community, including attending student performances, athletics events, and social activities
- Additional duties as assigned

Skills, Qualifications, and Attributes

- **A listener and counselor** who can build trust and confidence among students and families in a highly diverse school community
- **An educator** who can inspire students to embrace the college application process as a learning journey that holds intrinsic value
- **A writer** who can bring to life the story of each student's growth at Thaden in terms that are authentic and compelling

- **An ambassador** who can be a great champion for the school's mission, culture, and educational programs
- **A planner and a builder** who can anticipate the needs of a rapidly growing school and region and advance strategies for meeting them
- **An administrator** with strong organizational skills and attention to detail who can manage deadlines and deliver high-quality work product on time
- Bachelor's degree as well as several years of experience in college counseling or a related field (*e.g.*, college admissions).
- Experience building new programs is preferred

Physical Requirements

- Job frequently requires standing, walking, and handling objects with hands
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 25 pounds
- Some work performed outside exposed to changing weather conditions

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. The start date is negotiable but should be no later than 1 July 2024. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent on successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and

learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019 and the campus master plan was completed in the fall of 2021.

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.