



## THE OAKRIDGE SCHOOL

**Position:** Assistant Director of College Advising

**Reports to:** Director of College Advising

### **Position Overview:**

The Oakridge School is hiring an Assistant Director of College Advising. The Assistant Director will serve as an integral member of the College Advising team along with the Director of College Advising and College Advising Coordinator. The Assistant will guide and support our families through the college search and application process, serve as an advisor, and help plan/support college advising programs. This position will report directly to the Director of College Advising.

### **Responsibilities:**

- Create a warm and responsive atmosphere for all Oakridge families
- Advise and support a group of approximately 35-40 juniors and seniors, respectively, and their families throughout the entire college search, application, and financial aid processes
- Write highly individualized letters of recommendation in support of students
- Lead PSAT/NMSQT and AP administrations
- Attend weekly staff meetings and monthly Upper School faculty meetings
- Advise faculty in their writing of teacher recommendations
- Build and maintain relationships with colleges and universities
- Meet with visiting college representatives
- Visit college/university campuses and participate in college-sponsored campus tours
- Participate in the planning and implementation of a wide range of college workshops and special events to educate and support Oakridge students and parents
- Participate in and fully support Upper School activities, including Admission events
- Participate in NACAC, TACAC, and ACCIS
- Serve August through the first full week in June with occasional evening/weekend programs, including some travel
- Perform other duties as assigned by the Director of College Advising and Administration

### **Education and Experience:**

- Bachelor's degree (required) and Master's degree (preferred)
- Three years of college advising and/or selective college admissions experience (preferred)
- Familiarity with Scoir and Veracross software (preferred)
- Strong interpersonal and organizational skills
- Ability to respond effectively to the needs of a diverse student and parent/guardian population
- Excellent written and verbal communication skills
- Self-starter, takes initiative, and a collaborator
- Ability to meet deadlines

### **School Mission:**

The Oakridge School's mission is to inspire students to seek their full potential in academics, the arts, and athletics in a challenging and nurturing environment that cultivates social responsibility, mutual respect, and personal integrity.