STUART HALL SCHOOL

College Counselor

Stuart Hall School seeks its next College Counselor. The College Counselor provides education, support, and guidance to all students and their families on the student’s course of study and the college selection and application process.

This is a part-time position, but candidates who have skills and experience that address other areas of need may be able to combine them into a full-time position. These needs are included in the About the Candidates section of this description.

Our Mission and Vision
Stuart Hall’s Mission is “to prepare students of all faiths for success in universities worldwide and for engaged lives of intellectual curiosity, creativity, and contribution.” Our Vision is that “Stuart Hall graduates will be independent, self-aware, self-directed, and motivated and will master—through meaningful, real-world learning experiences—the knowledge and skills essential for engaged contribution to the world.”

About the Position
The College Counselor reports to the Dean of Faculty and works with other members of Stuart Hall’s academic team to support students in the identification and pursuit of their post-Stuart Hall plans. The College Counselor’s major responsibilities include:

- Counseling all members of the senior class (approximately 30-35 seniors each year), guiding them through the college search, application, and financial aid process.
- Maintaining a personalized approach to counseling and working with students and families to reinforce the philosophy that “fit” looks different for every student in the college process.
- Addressing the social and emotional pressures on students and families associated with the college search, application, and admissions process.
- Writing compelling, personalized counselor recommendations and training and reviewing school faculty and staff in doing the same.
- Communicating relevant and timely information to students and families through newsletters and other channels.
- Representing the School and its students to colleges and universities by producing the School Profile, scheduling and facilitating visits from college representatives (both in person and remotely), and staying current with trends and research in college counseling and admissions.
- Collaborating with the Registrar to receive or generate transcripts and other grade reports and ensure timely submission to colleges.
• Working with students and families in 9th, 10th, and 11th grades to educate them on the college search and application process, providing timely and age-appropriate guidance both individually and in organized group events. This may include attending open houses and parent events to discuss the college application process, the School’s approach to college counseling, and related topics.
• Participating in the annual course request process for students, reviewing each student’s planned course of study and offering feedback on its connection to college and career aspirations.
• Assisting with standardized testing as needed (registration, accommodations, administering, transportation, etc.).
• Managing the SCOIR database and using it to assist students and families in all grades in their exploration of college, career, and other post-secondary options.
• Meeting the responsibilities of all faculty members, including:
  ● Driving the School’s passenger vehicles when needed.
  ● Attendance at regular school gatherings such as chapels and all school meetings; at all faculty meetings and professional development days; and at major school events such as Orientation and Graduation.

About the Candidates
Stuart Hall is committed to attracting an applicant pool with diverse backgrounds, experiences, and interests. Being aware that some individuals will not apply for a position unless they have all of the qualifications, this qualifications list has been written to encourage people with a range of experiences and backgrounds to apply.

• Required background, abilities, and experience: you must have everything on this list.
  ○ Bachelor’s Degree.
  ○ Minimum of two years of experience in college admissions or independent school college counseling.
  ○ A strong commitment to diversity, equity, and inclusion.
  ○ Strong collaboration, team-oriented, and independent working skills.
  ○ Strong computer skills and demonstrated proficiency with Google applications.
  ○ Effective communication skills with different constituents – students, colleagues, administrators, and parents.
• Additional background and experience: if you have any of the following skills or experiences, you are encouraged to highlight them in your application materials, but please know an absence of any of these will not negatively affect your candidacy.
  ○ Previous experience working in independent schools in general and boarding schools in particular.
  ○ Demonstrated experience taking initiative.
  ○ The School has needs in the current areas in addition to college counseling; experience and interest in working in any of these areas may lead to a full-time role combining multiple responsibilities.
    ■ Teaching upper school math
    ■ Teaching upper school life science courses
    ■ Teaching English as a Second Language
- Coaching basketball or soccer
- Living on campus as a member of the residential life faculty

All candidates should also be aware of the following requirements:
- Ability to move objects, including textbooks and other teaching materials.
- Ability to do sedentary work for extended periods of time.
- Valid driver’s license is required.
- Ability to pass a background check.
- Authorized to work in the United States.
- Able to travel around various parts of the school building and campus. Some areas of the historic main campus are only accessible by stairs. Reasonable accommodations will be provided to allow employees to perform essential duties.

About the School
Stuart Hall School is an Episcopal boarding and day school in the Shenandoah Valley of Virginia that provides a college preparatory education for area day students in grades 6-12 and boarding students in grades 8-12. The school is located in Staunton, Virginia, a town that often ranks among the best small towns in the United States. Learn more about teaching at Stuart Hall and living and working in Staunton by visiting our website.

Stuart Hall fosters a workplace culture in which faculty and staff work collegially, support one another, and collaborate to define and uphold the School’s workplace values. The values include:
- Commitment to the pillars of Respect, Communication, Community, and Fun
- Being on time and fully present for all school events, activities, and obligations
- Assuming good intentions
- Providing open and honest feedback to students and to one another

To Apply
Interested candidates should email a cover letter, resume, and list of three references to the attention of Brad Arnold, Dean of Faculty, at humanresources@stuart-hall.org. All applications will be confidential. References will not be checked without first notifying the candidate.

Stuart Hall welcomes candidates who have demonstrated a commitment to diversity, equity, and inclusion in their work and their lives, and who will add to the diversity of our community. Stuart Hall does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. The School is committed to providing an inclusive educational environment. We actively engage students, families, faculty, and staff from diverse backgrounds and experiences. Our school community respects the differences in ethnicity, race, religion, sexual orientation, and socioeconomic status.