THE BENJAMIN SCHOOL

Palm Beach Gardens, Florida
Assistant/Associate Director of College Counseling
2024-2025 OPENING

Summary of Position
The Assistant/Associate Director of College Counseling is an integral member of the college counseling team and helps coordinate all efforts to guide students through the college selection and application process. In addition, the College Counseling team oversees NCAA eligibility protocols, coordinates the Upper School internship program, and hosts an extensive series of workshops and programs throughout the year.

Key Expectations of All TBS Employees:
All Benjamin employees will demonstrate support for the school’s mission and policies; consistently model The Benjamin School values; build positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability; take initiative and ownership in displaying positive work ethic and behaviors and encourage this attitude in others; maintain proficiency in the field through personal and professional development that strengthens the role and the school.

Requirements:

- Bachelor's degree required; Master’s Degree and three to five years in college counseling and/or selective college admissions preferred.
- Strong writing, editing, and organizational skills; a high level of comfort in working with students and parents as they move through the college process
- Broad-based knowledge of colleges, academic programs, the application process, and admissions and financial aid policies; an interest in current trends in admission.
- An understanding of and appreciation for where students are developmentally throughout their secondary school experience

Essential Functions

- Project a warm personality with positive energy and a sincere desire to connect and work closely with students
- Express a commitment to building strong, individualized relationships with students and their families with a focus on supporting, throughout the college process, the students’ mental health and wellbeing
- Possess the ability to work with diverse populations and personalities: an ability to see and promote the potential in every student
- Thrive in a dynamic, fast-paced school environment
- Advise students and families as they move through the college research, application, and selection process
The Benjamin School offers a competitive salary and an outstanding benefits package, which includes Medical, Dental, Vision, Life insurance, School-paid LTD, AFLAC, 403B Retirement, Paid Time Off, Flexible Spending, Student Tuition discounts, and educational assistance. For additional information on the school, please visit our website at www.thebenjaminschool.org.

Please email a resume and letter of interest to us.openings@thebenjaminschool.org. Please, no telephone calls.

April 11, 2024

DFWP/EOE