

# THE BENJAMIN SCHOOL

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## **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

- Provide academic advising to students and families on course selection and the implications that these choices will have in the college selection process
- Send all college admissions-related materials to colleges and other organizations (ex: NCAA) in a timely, efficient, accurate, and organized manner
- Build and maintain professional relationships with faculty and administration
- Maintain a deep knowledge of trends in higher education and different academic programs, admission policies, and financial aid
- Nurture and develop strong professional relationships with college admission representatives by visiting campuses, hosting representatives on campus, and attending conferences
- Demonstrate excellent communication skills with students, parents, admissions representatives, and members of The Benjamin School community with engaging and confident public speaking, attentive listening skills, and clear and dynamic writing abilities
- Share responsibility for on-campus programs and workshops for parents, students, teachers, and college admissions representatives
- Host external and internal admissions exams (ACT, and SAT) on campus
- Collaborate in reviewing and improving the college counseling program each year
- Engage actively in The Benjamin School community, including attending student performances, athletics events, and social activities
- Actively participate on faculty committees and/or sponsor student clubs
- Commit to ongoing learning and professional growth by regularly traveling to visit universities, interact with other college counseling colleagues, and attend regional and national conferences.
- Maintain strong computer and technological competence, including deep familiarity with database systems like Slate, Cialfo, MaiaLearning, SCOIR, College Kickstart, or Naviance, as well as Google Suite, Common Application, NCAA Eligibility Center, and FAFSA/CSS Profile, etc.
- Adhere to strict deadlines and complete all work and assigned tasks in a timely manner.
- Perform other duties as assigned

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](http://www.thebenjaminschool.org).

Please email a resume and letter of interest to [us.openings@thebenjaminschool.org](mailto:us.openings@thebenjaminschool.org). Please, no telephone calls.

April 11, 2024

DFWP/EOE