



the
galloway
school

Who are we looking for?

The Assistant Director of College Counseling, a pivotal role within our institution, partners with the Director of College Counseling and the Upper Learning Leadership Team. This role involves daily operations of the College Counseling program, including programs to educate students and parents about the college application process, developing relationships with colleges and universities, and creating and submitting school materials to support college applications. The Assistant Director, an experienced, energetic, and collegial team player, will thrive in our collaborative and inclusive academic environment. They will play a crucial role in guiding students and their families through the complex college search and application process.

The Assistant Director of College Counseling will find themselves in a supportive and inclusive work environment where cordiality, thoughtfulness, humor, and understanding are highly valued. They will effectively partner and communicate with colleagues, teachers, students, alumni, parents, faculty, and staff. The Assistant Director will advise a student caseload of approximately 40 students, guiding them through all aspects of the college search process. They will also be involved in coordinating and organizing Upper Learning testing as it pertains to college admissions for students and advising Upper Learning students on course selection.

The Assistant Director of College Counseling will have the opportunity to engage with universities, colleges, and other outside organizations, advocating for our students while promoting the values and mission of a Galloway education. While not a job requirement, we encourage the Assistant Director to actively participate in professional college counseling and admission organizations at the regional, state, and national levels. This involvement will not only maintain their expertise but also contribute to the evolution of the college counseling field, leveraging their skills, expertise, and knowledge to make a positive impact.

Ideal candidates should be enthusiastic about working with adolescents while displaying exemplary verbal and written communication skills, creativity, flexibility, and a strong work ethic in a fast-paced environment. A Bachelor's degree is required, and a minimum of five years of professional experience as a college admissions officer or college counselor is preferred. It should include knowledge of the many components of the college admission process, such as financial aid, diversity, arts, athletic recruiting, standardized testing, early action or decision, etc., and familiarity with a broad range of colleges and universities both nationally and internationally.

What are the primary responsibilities & competencies...

- Conduct individual, family, small group, and class-wide meetings
- Maintain and cultivate relationships with college admission officers, including hosting them during their visits to campus
- Stay informed on current admissions and counseling trends, maintain membership in and attend professional associations and conferences, participate in campus visits and tours, and network extensively with college admissions and college counseling colleagues
- Participation in some weekend and evening programs as needed
- Excellent communication (written and verbal) skills and ability to maintain regular communication via emails, calls, and/or meetings with students and parents/guardians throughout the college search and application process
- Submitting school recommendations, form(s), and student credentials to colleges
- Advocating a student's candidacy at the colleges and universities to which the student has applied
- Demonstrated ability to work with students by building trust and credibility and ability to manage student and family expectations strategically
- High degree of organizational skills with the ability to be flexible and multi-task with accuracy combined with excellent analytical and problem-solving skills
- Strict adherence to confidential policies is required
- Ability to work independently and handle multiple priorities and deadlines simultaneously while handling moderate to heavy pressure from a variety of constituents
- Willingness and ability to learn additional admissions-related topics as needed
- A believer in the beauty that all types of diversity and perspectives bring to a community
- A lifelong learner committed to continuous improvement and reflection, both personally and professionally
- A team player who is as adept at being in the spotlight as being behind the scenes and doesn't mind being the last one at an event and or helping break it down - not because you have to but because sometimes it is simply the right thing to do
- A colleague who can find joy and fun in the work and not be afraid to laugh until your stomach hurts, as this might happen on occasion

Who are we?

The Galloway School, an independent day school in Atlanta, Georgia, serves a diverse student body of approximately 770 PreK3 through grade 12 students, representing 618 families in 77 zip codes. The school is located on an 8.2-acre campus in the middle of Chastain Park in Buckhead.

“The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways.”

For more than 50 years, Galloway has provided pioneering, experiential learning structures that empower students to take charge of their own educational experience, promote a lifelong love of learning, and equip students to be change-makers in their community and beyond. Our founder, Elliott Galloway, wanted *“to make life more meaningful for children by helping them to become competent and self-motivated individuals.”*

At Galloway, we stand out among Atlanta's independent schools with our unique learning model and educational approach. We value every individual's intrinsic gifts and identity, fostering a student-centered focus while encouraging academic excellence. Our students set and achieve goals based on personal growth rather than competition. They pursue a strong academic curriculum, guided by teachers and staff, to make their own educational decisions. The value we place on each child's unique qualities is reflected in small classes, personal interaction between students and teachers, and flexibility in planning the best learning approach for each child. Teaching and learning is a community enterprise: students, staff, faculty, administration, and parents are all partners in this venture.

Interested?

If you embody the qualities, skills, experience, and expertise outlined above, then you might be a great fit! We look for a successful candidate to join this very important part of our school community starting no later than July 1, 2024.

You can apply by sending a resumé/curriculum vitae, personal statement/cover letter, and a list of three references with name, title, relationship, and contact information to adccjob@gallowayschool.org. You are also encouraged to include hyperlinks to applicable examples of your work or any other documents/artifacts from your experience that you think represent you and/or tell your story in an authentic and real way.