



ST. IGNATIUS COLLEGE PREPARATORY

**High School College Counselor:
Temporary from 1/13/25 - 6/15/25.
Daily Rate: \$478.05 - \$652.95**

STATUS: Exempt or Non-exempt, full time or part time faculty or staff member

REPORTS TO: Assistant Principal for Academics

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

A St. Ignatius College Counselor is responsible for providing comprehensive guidance to students as they prepare for post-secondary education and career pathways. The counselor plays a pivotal role in:

- **College and Career Advising:** Counseling a caseload of sophomores, juniors, and seniors in the selection, application, and admissions process for colleges and universities, while providing advice on financial aid, scholarships, and standardized testing. Conduct one-on-one college counseling sessions with juniors in exploring college options. Consult with students on their academic plan which aligns with their future goals.
- **Workshops and Presentations:** Conducting workshops on topics such as college applications, essay writing, financial aid, and career exploration for both students and parents.
- **Student Support:** Offering emotional support to students, addressing their academic and personal challenges, and promoting a positive environment conducive to exploring diverse post-secondary options.
- **Record Management and Data Analysis:** Keeping detailed records of student progress, college applications, scholarships, and utilizing this data to improve counseling services.

A SUCCESSFUL CANDIDATE:

Qualifications:

- A Bachelor's Degree in Counseling, Education, or a related field (Master's Degree preferred).
- Prior experience in college counseling or college admissions
- At least three years of experience in college admissions or high school counseling is a plus.

Skills:

- In-depth knowledge of college admissions processes, financial aid, scholarships, and standardized testing.
- Strong counseling and mentoring abilities to provide individualized support to students.
- Excellent organizational and time management skills to handle multiple tasks and deadlines.
- Strong interpersonal and communication skills to work effectively with students, staff/faculty, parents, and external organizations.
- Emotional resilience and the ability to provide guidance during stressful periods such as college application season.
- Ability to collect and use data to inform decisions about college matriculation and other trends.

Additional Competencies:

- The ability to foster positive relationships with college representatives and stay updated on trends in higher education.
- Possesses a commitment to diversity, equity, and inclusion.
- A collaborative mindset to work closely with teachers, school staff, and parents.
- A proactive approach in addressing students' academic challenges and personal development needs.
- Understand and support the Mission, Vision and Culture of St. Ignatius

HOW TO APPLY:

Interested applicants should submit a cover letter, resume and salary requirements (a must) to ddevencenzi@siprep.org.

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.