

POSITION DESCRIPTION

Job Title:	Assistant Director of College Counseling	Date:	May 2025
Department:	College Counseling	Last update:	May 2025
Reports To:	Director of College Counseling		
Status:	X Exempt Non-Exempt	Classification:	10 Months
	X FT PT	Hiring Range	\$68,000 - \$75,000

POSITION SUMMARY:

The Assistant Director of College Counseling supports the comprehensive college counseling program at The Academy of the Holy Cross, a Catholic, all-girls, college preparatory high school. This collaborative, student-centered role plays a vital part in guiding students and families through all stages of the college search, application and decision-making process. The Assistant Director works closely with the Director of College Counseling and other members of the student support team to empower each student to find her best college match.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

The College Counseling Office encourages each student to pursue admission to a college that provides an appropriate match for her unique intellectual abilities, passions, talents, and personal values. The AHC College Counselors are committed to guiding each girl and her family through a personalized college search.

Key Responsibilities:

Student and Family Counseling

- Provide individualized guidance to juniors and seniors throughout the college search, application, and decision-making process, including one-on-one meetings, parent/student conferences, classroom instruction, and advisory sessions.
- Educate students and families on college selection, standardized testing (PSAT/SAT/ACT), application strategy, financial aid, and scholarships.
- Write detailed letters of recommendation for approximately half of the junior/senior class.
- Provide tailored college counseling for Moreau Options Program Students in collaboration with the program's Director.

Program Development and Coordination

- Design and deliver college readiness programming for students and parents across all grade levels
- Facilitate Application Academy for seniors each August in collaboration with the Director of College Counseling

- Develop and maintain college counseling resources, including digital content, print materials, forms, and website/portal updates.
- Collaborate with the Director of College Counseling to coordinate major programs and events, including College Day, PSAT administration, and WAIS College Fair
- Coordinate and oversee the selection of college book award recipients and present the awards at the Junior Awards Ceremony.
- Facilitate transcript reviews and ensure students meet graduation and college eligibility requirements.
- Support resume writing instruction and other preparatory activities through class programming and workshops.

College and Institutional Relations

- Host visiting college representatives and foster ongoing relationships with college admission professionals
- Maintain a strong knowledge base of colleges and universities by participating in counselor programs, conferences (NACAC, PCACAC), and WAIS events.
- Interpret standardized test scores and collaborate with test prep providers as needed.
- Stay current on trends in higher education, admissions, testing, and financial aid policies.

Administrative and School Collaboration

- Maintain accurate student records in SCOIR, including application progress, testing data and outcomes.
- Coordinate with the Registrar on transcript and records submissions for college applications.
- Prepare and annually update the school profile in collaboration with school leadership.
- Ensure confidentiality and integrity in the maintenance of all student files and counseling documentation.
- Collaborate with school counselors and the SMRP team to support students with learning differences, addressing their academic, personal, and college planning needs through targeted resources and guidance.
- Participate in the faculty meetings, serve on school committees, and proctor AP exams as needed.
- Support student-athletes and collaborate with Athletics to ensure NCAA eligibility compliance.
- Oversee the selection and presentation of college book awards at the Junior Awards Ceremony

Qualifications

Education:

- Master's degree in Education, Counseling, Higher Education or a related field preferred
- Bachelor's degree with relevant experience required

Experience and Skills:

- At least 2-3 years of experience in college counseling and/or college admissions required.
- Deep understanding of the college admission landscape, including a range of institution types and selectivity levels.
- Excellent communication skills—written, verbal, and interpersonal—with the ability to build trust with students and families
- Strong organizational skills with attention to detail, follow-through, and time management.
- Ability to work independently as well as collaboratively in a fast-paced, student-focused environment.
- Technological proficiency, particularly in using college counseling software such as SCOIR (preferred) or Naviance.
- Commitment to the mission and values of The Academy of the Holy Cross