The Greene School

The Greene School in West Palm Beach, FL., seeks an Associate Director of College Counseling to expand our world-class college counseling program. The ideal candidate will have experience in either highly selective college admissions or independent school college counseling (or both) and will be philosophically committed to helping students find the proper college match based on their individual talents, skills, and values. The college counselor assists in all college search and application processes. This is a 12-month position reporting to the Assistant Head of School.

Essential Functions:
• Works intensively and collaboratively with students and families, welcoming conversations and encouraging interaction among students, parents, and the college counseling office.
• Guides students through all aspects of the college exploration and application process, including writing letters of recommendation.
• Works with the Service Learning and Internship Coordinators to foster a comprehensive, supportive environment where students are guided toward opportunities that enhance both their college applications and personal growth, providing them with the tools to succeed both in high school and beyond
• Regularly monitors students' academic and personal progress; communicates with parents.
• Creates/presents student and parent programs throughout the year.
• Maintains up-to-date knowledge of current trends in the field of college admissions.
• Creates and maintains professional relationships with college admission officers.
• Actively participates in local and national associations; participates in college tours and networks with colleagues in college admission counseling.

Qualifications:
• A bachelor's degree from a four-year college or university is required; a Master's degree is preferred.
• Previous college admission, advising, and/or independent secondary school experience preferred
• Broad knowledge of colleges and universities across the U.S.
• Commitment to guiding students with a wide variety of academic and extra-curricular interests and abilities
• Excellent writing skills
• Strong organizational and planning skills
• Strong public speaking skills in order to participate in presentations to students, parents, and colleagues

General:
• Demonstrates and enthusiastically supports the School's Mission.
• Performs in a manner that reflects positively on The Greene School.
• Communicates well, works congenially, and interacts effectively with all school personnel and families, as well as with the larger educational community.
• Performs other duties as requested.

Application Materials Requested:
Email cover letter, resume/cv, counseling philosophy, and references to:
Dr Denise Spirou - dspirou@thegreeneschool.com