



# Morrystown Beard School

## ASSOCIATE DIRECTOR OF COLLEGE COUNSELING

July 1, 2026

Morrystown Beard School, an independent, coeducational day school serving students in grades 6-12, is seeking an Associate Director of College Counseling. The College Counseling Department at MBS is a well-established office responsible for guiding classes of approximately 115 students annually. We are seeking a dynamic, collaborative professional with strong interpersonal skills to join our team of four. The candidate will align with our mission and actively contribute to the School community.

### ABOUT MBS

Unwavering in its 130-year commitment to developing the potential of all students, Morrystown Beard School proudly seeks to harmonize academic rigor with moral and ethical development, guiding students towards a life of balance and authentic learning. An independent, coeducational day school, MBS serves students from more than 85 communities and nine counties in northern New Jersey. Students at MBS learn from expert, supportive teachers in classes that are small, welcoming, and challenging. Total school enrollment averages around 600 (Upper School~450 students; Middle School~150 students).

### SALARY RANGE

**\$80,000-\$100,000/year**

Salary is competitive and commensurate with experience.

### Key Responsibilities

- Guide students and their parents/guardians through all aspects of the college search and application process
- Write individualized letters of recommendation for a senior caseload of 30-35 students
- Assist in the planning and implementation of college counseling programming
- Assist in the planning and administration of standardized testing
- Build relationships with colleges and universities through contact with admission representatives and campus visits
- Serve as an academic advisor to a group of 8-10 students

### Qualifications

- Bachelor's Degree required; Master's Degree preferred
- College Counseling experience at the secondary level and/or admission experience at a selective college or university
- Excellent communication skills, both written and oral
- Strong organizational skills with keen attention to detail
- Ability to work collaboratively with the college counseling team, as well as faculty and administration
- Start date for this **12-month position** is July 1, 2026



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## Benefits

Full-time MBS faculty and staff are eligible for a robust benefits package beginning on their first day of employment. Highlights of our benefits include:

- Comprehensive insurance plan (medical, dental, vision and prescription drug coverage) with generous employer contributions
- 403(b) retirement plan with employer contribution and immediate vesting
- Life insurance
- Short- and long-term disability insurance
- Employee Assistance Program (EAP)
- Tuition Remission
- Summer camp remission
- Lunch provided for all employees
- Pet insurance discount program

## HOW TO APPLY

- Qualified candidates should email the following documents (PDF format preferred) in a single submission:
  - **Cover Letter:** detailing your interest and relevant experience
  - **Current resume/CV:** Including your full contact information
- Candidates who are invited to the next stage of the selection process will be requested to provide 3-5 professional references. References will not be contacted without the candidate's consent.
- Candidates should submit materials to the **MBS Hiring Committee** at [employment@mbs.net](mailto:employment@mbs.net)

## NON-DISCRIMINATION STATEMENT

Morrystown Beard School does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, gender expression, gender identity, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational program(s) or employment.

