



MAYFIELD SENIOR SCHOOL
of the Holy Child Jesus

Assistant Director of College Counseling / College Counselor

Mayfield Senior School of the Holy Child Jesus
Pasadena, California

Mayfield Senior School, an independent Catholic girls' high school, seeks a student-centered and mission-driven **Assistant Director of College Counseling / College Counselor** to support the development and implementation of a comprehensive, personalized college counseling program. This is a full-time, 11-month, exempt position.

Position Overview

Rooted in the Holy Child commitment to educating the “whole child” and launching young women for success, Mayfield Senior’s college counseling program is a multifaceted, highly personalized program that supports students from 9th through 12th grade. The program responds to each student’s unique interests, strengths, and aspirations while remaining attuned to the evolving landscape of college admissions and higher education.

The Assistant Director reports directly to the Director of College Counseling and works collaboratively to ensure that every student’s college search process is personalized, intentional, thoughtful, comprehensive, research-informed, and mission-aligned. This role partners closely with faculty and serves on the Student Support Team to provide individualized guidance and contribute to an outstanding counseling program.

Key Responsibilities

Program Development & Administration

- Collaborate with the Director of College Counseling to design and deliver student and family programming, including information nights, workshops, and educational events
- Develop and implement a college-readiness curriculum within the Formation of Self program
- Maintain accurate student records using counseling software (e.g., Naviance or SCOIR), track outcomes, and prepare annual internal reports
- Support special projects, including the communications calendar, scholarship database, website updates, school profile, social media initiatives, college fairs, case studies, and alumni tracking
- Cultivate and maintain relationships with college admissions representatives; co-host

admission visitors during fall and spring seasons

- Stay current with trends in college admissions through conferences, campus visits, professional networks, and continued professional learning
- Represent the College Counseling Office at school events and actively participate in the life of the school community

Student & Family Engagement

- Counsel juniors and seniors and their families through the full college application process
- Write thoughtful and individualized letters of recommendation
- Maintain proactive and timely communication regarding deadlines, policies, procedures, and admissions trends
- Serve as Academic Advisor to juniors and seniors
- Teach the college-readiness curriculum within the Formation of Self program

Qualifications

- Bachelor's degree in a related field required; advanced degree in counseling, education, or related field preferred
- Minimum three years of experience in college admissions, independent school college counseling, or a related educational setting
- Experience in college admissions or higher education strongly preferred
- Superior written and verbal communication skills
- Strong interpersonal, organizational, and project management skills
- High energy, personable, and engaging presence
- Appreciation for and commitment to single-gender education and serving a diverse student population
- Strong commitment to the mission, values, and Holy Child Goals
- Demonstrated commitment to culturally responsive practice and inclusive student support
- Demonstrated commitment to student safeguarding, professional boundaries, and ethical conduct consistent with a Catholic educational institution

Physical Requirements

- Ability to lift up to 20–25 pounds
- Ability to stand or walk for extended periods during events and student activities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Work Schedule Expectations

- Evening and weekend work required for events, travel, and program activities
- On-campus presence required during the academic year, except during approved travel or school breaks

Salary & Benefits

Salary range: \$105,000–\$115,000, commensurate with experience and aligned with Mayfield's salary structure.

Mayfield offers a comprehensive benefits package including medical, dental, vision, retirement (403(b)), and professional development support.

Employment Conditions

Employment is contingent upon successful completion of a background check, Live Scan fingerprint clearance, TB clearance, and verification of employment eligibility.

Equal Employment Opportunity

Mayfield Senior School is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, sex, gender identity or expression, sexual orientation, marital status, age, disability, medical condition, genetic information, military or veteran status, or any other characteristic protected by law.

At-Will Employment

Employment at Mayfield Senior School is at-will and may be terminated by either the employee or the School at any time, with or without cause or notice, subject to applicable law.