



## **College Counselor**

### **Job Description - Jesuit High School**

Full-time, 192 Days, salaried position

Jesuit High School (JHS) is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, JHS is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking people who have the ability to provide to our students and school community, toward our goal of preparing "men and women for others."

#### **Overview:**

The successful candidate for this position will demonstrate experience/expertise in college counseling. They will have a dedication to caring for and working with a diverse population of students and faculty/staff, and deep interest in being part of a mission-driven community. Our school has made a strong commitment to promoting diversity of our faculty; we encourage persons of all backgrounds to apply.

#### **Compensation and Benefits:**

- \$51,128-\$106,526 per year based on education and experience
- Comprehensive health, dental and vision insurance
- Long-term and short-term disability
- Long-term care and life insurance
- 403b plan that allows for immediate participation
- FSA-health, dependant care
- Financial assistance with continuing education (e.g., college coursework)
- Earned sick and vacation time

#### **Responsibilities:**

- Serve as primary college Counselor for one-third of the JHS junior and senior classes (approximately 100-120 students per class, per College Counselor)
- Prepare, organize, and submit materials for students' college applications
- Meet with students and parents/guardians in individually scheduled appointments
- Provide individual guidance regarding college lists, standardized testing, college essays, college applications, financial aid, and admissions decisions
- Assist with on-campus visits by college admissions representatives and college fairs
- Collaborate with counselors during forecasting regarding student course selection, with college goals in mind
- Respect the confidentiality of all student information shared unless the law mandates otherwise
- Other duties as assigned by the Director of Counseling or Administration

### **Qualifications:**

- Bachelor's degree
- Experience in college counseling in secondary schools and/or college admissions
- Knowledge of college admissions process, academic programs, and financial aid policies/procedures
- Attention to detail, ability to manage multiple tasks and to work autonomously or as a team member
- Strong listening and technology skills, written/verbal communication, organization, time management
- Knowledge of admission application and financial aid application platforms, as well as standardized testing (ACT, SAT, PSAT, and AP)
- Ability to lead and inspire students in large and small groups and one-on-one
- Demonstrated ability to relate to individuals with compassion, and to respond effectively to the needs of a diverse student population. (Including first generation students and/or low SES students, ELL, etc)
- Ability to conduct business in a highly confidential and professional manner
- Commitment to the goals, objectives, and mission of a Jesuit, Catholic, college-preparatory high school

### **PREFERRED QUALIFICATIONS**

- Master's degree
- Experience working in Catholic secondary schools
- Working knowledge of software and online programs such as Naviance, College Kickstart, Slate, and Common App
- Expertise in data gathering, analysis of college admissions data

### **Additional Information:**

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends as needed.
- This position will begin work on/about August 24, 2026, to prepare for the school year and is to be completed in accordance with the published school calendar as instructed by the school's administration.
- New faculty may be asked to or expected to complete some preliminary training and/or engage in preliminary onboarding experiences during the summer of 2026.

To be considered for the College Counselor position, please send a cover letter and resume to [hiring@jesuitportland.org](mailto: hiring@jesuitportland.org).

**Notice of Non-Discrimination:** Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.