

**Position:** Director of College Advising

**Reporting Line:** Reports to Head of Upper School

### **School Summary**

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

### **Mission**

Inspiring independent thinkers, principled leaders, and humble learners.

### **Vision**

All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

### **Position Summary**

The ASA Director of College Advising is expected to communicate frequently with the Head of Upper School, College Advisor, students, parents, administration, faculty and staff regarding new and relevant trends in college admission. The Director oversees the day-to-day responsibilities in the college advising office, as well as the training and supervision of the college advisor. The Director also advises students in grades 8-12 through each stage of the college process. It is a full-time, 12- month position. This role requires excellent written and oral communication skills.

### **Required Skills**

- Ability to lead a successful college advising team and office
- Ability to meet many deadlines
- Ability to establish and maintain effective working relationships with students, parents and college admission representatives
- Strong attention to detail and accuracy
- Strong understanding of standard conventions in college admission and financial aid
- Strong communications skills -- both oral and written
- Familiarity with Blackbaud, SCOIR, and Bright Futures software platforms
- Willingness to work occasional nights and weekends
- Ability to problem solve
- Ability to prioritize

### **Tasks**

- Keep abreast of issues and trends in college admission and higher education; keep up-to-date about specific colleges and maintain professional membership in NACAC, SACAC and regional consortiums.

- Advise students in grades 8 through 12 (and their parents) – through annual information meetings and in individual group settings – in regards to current trends; realistic college selection, application, admission procedures, financial aid resources, NCAA and NAIA Eligibility Centers.
- Collaborate with the Head of Upper School, Director of Curriculum Planning & Instruction, and Department Chairs in curriculum planning and individual high school students' course planning.
- Workshop college application process steps with juniors and seniors. Steps include creation of a college list, writing a personal statement, securing teacher recommendations, and preparing/submitting college applications.
- Oversee the Registrar and College Advisor's work in SCOIR and Blackbaud software systems in keeping accurate permanent records of students' testing, GPAs, and academic work; students' college list, status of applications, and financial aid awards.
- Oversee the faculty writing of requested letters of recommendations for students applying to college.
- Oversee the writing of all college advising recommendations and secondary school reports for 38-68 seniors annually.
- Prepare annually a college office report for the Head of School and Upper School Division Head, a comprehensive school profile to accompany transcripts sent to colleges, and the school's NCAA and NAIA Eligibility Center online profiles,
- Recruit, secure, promote and facilitate on-campus and virtual visits from college admission representatives.
- Facilitate a four year course plan for all students in Grade 8.
- Advise all students and families, grades 8-12 on course planning as needed.
- Update College Advising Landing Page with college visit and scholarship opportunities and more.
- Visit college campuses across the state, region, and nation in order to make informed recommendations to ASA students and families.
- Organize, schedule and chaperone the annual college tour for the junior class.
- Represent ASA at relevant regional, state and national conferences and workshops.
- Maintain a welcoming, informative and up-to-date college advising office.
- Present with college advisor at College Advising Nights, Curriculum Planning Meeting Nights, and other ASA college advising related events.
- Coordinate college event planning and implementation
- Work primarily with seniors during the fall and juniors during the spring, but also with underclassmen when appropriate.

## Qualifications

- Bachelor's Degree
- Relevant experience in college advising and/or college admissions working with students on the K-12 side or the college side
- Excellent skills in listening, verbal and written communication, public speaking and technology
- Strong ability to problem solve while working in a fast-paced, deadline driven environment
- Strong attention to detail and accuracy

COLLEGE PREP.

# All Saints ACADEMY

LIFE PREP.

**Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in executing the Strategic Plan.**

**Send resumes and cover letters to [HR@allsaintsacademy.com](mailto:HR@allsaintsacademy.com).**

**All positions at All Saints Academy are subject to a background screening and clearance through the Florida Care Provider Background Screening Clearinghouse. For more information about the Clearinghouse, please visit this link:**  
<https://info.flclearinghouse.com/>