

**Director of College Counseling
St. Margaret's School, Tappahannock, VA
Full-time, 11-month position
Begins June or July 2019**

St. Margaret's School seeks a Director of College Counseling to educate and guide students and their families through all aspects of the college search and admission process. Founded in 1921, St. Margaret's is an Episcopal boarding and day school with a sound college preparatory program. Our historic campus is located on the banks of the Rappahannock River in Tappahannock, Virginia, an hour from Richmond and two hours from the Washington, DC metro area.

St. Margaret's enrolls 120 girls in grades 8–12, and a postgraduate year. The student body is 30% international, representing 14 countries, including the United States. Students come with diverse religious, cultural, and economic backgrounds, and are supported by a close, welcoming community, including an International Program offering extensive ESL instruction.

The Director of College Counseling reports to the Dean of Faculty and runs a one-person program that advises 30 seniors and 30 juniors each year, serves as the test center coordinator for SAT and AP, and oversees seniors' Independent Study Projects.

This is an opportunity to build on a strong established program with good support from the school community and reasonable college admission expectations. St. Margaret's seniors apply to and matriculate at a broad range of colleges and universities throughout Virginia, the South and Middle Atlantic, and beyond. Qualifications of the ideal candidate include:

- A warm personality, positive energy, calm demeanor, and a sense of humor
- Knowledge of a broad range of colleges/universities and their academic programs, admission policies, and financial policies and procedures, as well as the desire to maintain a deep knowledge of market trends in higher education
- Experience with or interest in innovative practices in college counseling with desire to establish a creative, forward-thinking vision for the college counseling experience
- Strong interpersonal, communication, program planning, technology, presentation, writing, and organizational skills
- Eagerness to be involved in the life of the school community
- An appreciation and understanding of the mission of a girls' independent college preparatory boarding and day school with an incredibly diverse population, and the ability to respond effectively to the needs of this student population

Bachelor's degree and several years of college admissions and/or college counseling experience required. Boarding school experience and an advanced degree

preferred, ideally in education or counseling. Participation in school events is expected and light weekend duty is occasionally required.

Please send cover letter, resume, and names of three references to Mr. Bruce Hunter, Interim College Counselor, St. Margaret's School, P.O. Box 158, Tappahannock, VA 22560, 804. 443.3357 ext. 3022. Or email bhunter@sms.org

St. Margaret's is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation or national origin in the administration of its hiring practices.