



TRINITY HALL

Educating and Empowering Young Women in the Catholic Tradition

101 Corregidor Road | Tinton Falls, NJ | 07724 | www.TrinityHallNJ.org

Career Opportunity

The School

Trinity Hall is an innovative, independent girl's college preparatory high school educating and empowering young women in the Catholic tradition. The school is located in Tinton Falls, NJ and currently enrolls about 250 students, with plans to grow to about 325 students. Trinity Hall's core values of leadership, respect, perseverance and faith are foundational to our mission and work as educators. Our faculty collaborate in a technology-rich learning environment and provide a challenging interdisciplinary curricular program grounded in problem- and project-based learning in student-centered, inquiry-based classrooms. Co-curricular learning opportunities accommodate a diverse, yet a collectively passionate, creative, and caring student body. These young women are empowered to take risks, pursue personal passions, network globally, and grow as learners – and as valued individuals.

The Position

Trinity Hall seeks a full-time **Director of College Counseling** for the 2019-2020 school year. The Director of College Counseling is a member of the school's Senior Leadership Team, and is responsible for all aspects of planning, implementing and directing an effective college advisement program. She/he works closely with students and families—throughout their Trinity Hall years, but particularly beginning in sophomore year with the formal program and more intensively in junior and senior years. The Director of College Counseling is expected to maintain knowledge of current college admission trends, and travel to colleges and universities will be expected. Broad responsibilities include:

- working in close association with and in support of the Head of School, the school Leadership Team, and faculty,
- establishing relationships on behalf of Trinity Hall with college admission offices,
- directing and enhancing a comprehensive college advising program for grades 9-12,
- communicating with students and parents regarding the various stages of college counseling and thoroughly explaining each stage,
- coordinating the faculty writing of recommendations for students applying to college, teaching new faculty members how to write recommendations,
- composing school counselor recommendations for each student assigned to her/him,
- ensuring the records of graduating seniors are kept up to date and effectively communicated to colleges and universities,
- coordinating AP and SAT exams, including scheduling test dates and registering students, and
- working with faculty to arrange prep sessions, administer the tests, confirm proctors and ensure compliance with procedures.

We recognize that the college application and selection process can be very demanding on today's students and families. College counseling at Trinity Hall is designed to lessen the burden and assist



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each student in finding the college that is the best fit for her undergraduate years. Through student and parent meetings, parent information nights, college fairs, essay writing workshops, financial aid workshops and admission counselor programming, the college counseling program is designed to educate and assist each young woman in her college admission process.

Qualifications

The ideal candidate will possess a bachelor's degree or its equivalent, with a preference for a master's degree. She/he will have a minimum of three years of directly related experience, either in college counseling at the secondary level or in a college admissions office. We are particularly interested in candidates with substantial experience in competitive college admissions.

Candidates must present well, and be articulate, dynamic, highly organized, and able to work collaboratively. Excellent communication skills, both in writing and public speaking, are required. The successful candidate will have the ability to work effectively with students and their families and have a proven track record of guiding students from first contact through to college admission. In addition, the Director of College Counseling should be prepared to be involved in the life of the school community.

The entire Trinity Hall community endeavors to achieve the academic, social, and spiritual formational goals of our mission. All faculty and staff will play a vital role in the continued development, growth, and success of Trinity Hall and its students.

Applicant Information

Trinity Hall is an independent school committed to academic excellence. The salary and benefits package for this position will be competitive with other NAIS and NJAIS schools and is commensurate with the qualifications and experience of the candidates. Interested candidates can obtain additional information about the school by visiting our website at www.trinityhallnj.org.

To apply, candidates should electronically submit a letter of interest, a resume with three to five references, and a statement of philosophy to admin@trinityhallnj.org indicating **Director of College Counseling** in the subject line. No telephone inquiries please. All electronic applications will be acknowledged upon receipt, and those candidates who best match Trinity Hall's qualifications will be contacted.

Trinity Hall, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and nondiscrimination. The school and its representatives follow the laws that govern hiring practices and focus fairly and consistently with every applicant on the talent, skills, and abilities needed for the job.