



MERION MERCY ACADEMY

College Counselor

Merion Mercy Academy, a leading independent Catholic girls' school outside Philadelphia, Pennsylvania, seeks an innovative and student-centered college counselor well versed in best practices in independent education to begin in July 2020.

The College Counselor is a highly visible and energetic school leader who guides and supports students through the college application process. The ideal candidate will be a role model for girls with strong leadership, communication and organizational skills, and possess the ability to engage effectively with students, parents and faculty and staff as well as representatives from colleges and universities.

Reporting directly to the Assistant Head of School for Academic Affairs, the College Counselor's duties include but are not limited to

- educating and counseling students and parents about the college search and application process;
- composing compelling school letters of recommendation for each senior advisee (average load is around 60 students in each grade level);
- overseeing a comprehensive college counseling program for students and parents in grades 9-12;
- meeting regularly with students (juniors and seniors) and their parents;
- providing parent and student programming for all grade levels;
- reading and providing feedback on college essays and supplemental application questions;
- helping to design and teach junior and senior Advisory classes;
- providing outreach to freshman and sophomore classes;
- planning and conducting college information programs regarding college admissions, office procedures, financial aid, etc.;
- creating and maintaining strong professional ties with college admissions officers;
- attending national and regional conferences, college tours and local college events;
- assisting in the administration of the PSAT and AP Exams;
- assisting with or managing special projects such as communications calendar, scholarship database, website upgrades, school profile, social media and college fair/case study events and
- serving as an academic advisor for a group of 8-20 students.

Position Requirements include

- Master's Degree in Education or School Counseling (preferred) and/or experience in college admissions;
- excellent writing skills, facility with technology, strong communication and organizational skills;
- appreciation of and commitment to single gender education, diversity and to serving the needs of a diverse population;
- commitment to the traditions and philosophy of a Catholic educational community and a style consistent with the Mercy core values are also important.

Interested candidates should send a resume, cover letter and statement of educational philosophy along with three professional references to Valerie Prucnal, the Interim Assistant Head of School for Academic Affairs at vprucnal@merion-mercy.com.

Merion Mercy Academy does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.