Oak Knoll School of the Holy Child, a Catholic independent school in Summit, New Jersey, seeks an Assistant or Associate Director of College Counseling to begin in August 2022.

Assistant/Associate Director of College Counseling Position:

The Assistant/Associate Director is a member of a three-person team including the Director and Administrative Assistant. Alongside the Director, the Assistant/Associate Director provides information, support, and counseling to students and parents throughout the college search and application process; advises Upper School administrators and faculty on matters related to college admission; maintains relationships with colleagues in college/university admission offices; and assists in the management of all aspects of the College Counseling Office. The Oak Knoll College Counseling Office supports a student-centered approach, encouraging self-exploration and growth each step of the way. The College Counseling Office operates in-person from mid-August to late June and observes school breaks, while keeping up all year with communication and tasks functional to the work of our office.

Responsibilities:

- Advise half the junior and senior classes (Oak Knoll typically enrolls 65-70 students per grade level) on the college search and application process, including:
  - Three designated meetings (one including parents), as well as informal meetings as needed
  - Help craft an individualized college list for each student in assigned caseload
  - Advise on applications, essays, standardized testing, interviews, financial aid, and the athletic recruitment process
  - Create curriculum for and teach a section each of full-year junior and senior College Seminar courses
  - Train students in web-based college planning and standardized test prep tools
  - Advise on course curriculum
- Write a comprehensive and compelling recommendation letter and coordinate and submit all school materials on behalf of each student
- Maintain contact with college admission offices and stay current on trends in the admissions and financial aid processes
- Annually visit college campuses and attend local and national conferences and meetings
- Plan for and present at multiple day, evening, and weekend events throughout the year and be available over school breaks to answer emails and review materials
- Review and update office publications including the College Counseling Handbook and School Profile
- Responsibilities in addition to college counseling include serving as a member of the Upper School Leadership and Student Support teams, some Upper School faculty duties, and assisting with Upper School events when needed

The ideal candidate will possess:

- The ability to effectively communicate and build relationships with students and parents that will support the students’ goals while guiding toward a successful outcome
- Superb writing, public speaking, and note-taking skills
• Excellent organizational skills, self-motivation, ability to meet deadlines, and a detail-oriented approach to work
• Cultural competence and the ability and desire to support a diverse student and parent population
• Strong technological skills, including the ability to research and implement new advising tools
• Effective teamwork skills and a great sense of humor
• Bachelor’s degree required
• Minimum of five years of recent experience in a selective college admissions office required; experience with the financial aid process preferred

Oak Knoll School of the Holy Child is an independent Catholic day school, coeducational in Lower School (pre-kindergarten through grade 6) and girls only in the Upper School (grades 7-12). For more information about Oak Knoll, please visit www.oakknoll.org.

To apply, please submit a resume and cover letter with the subject line “College Counseling Candidate” to Jennifer Wilson, Associate Director of College Counseling, at jennifer.wilson@oakknoll.org by March 1, 2022.