Director of College Counseling

Stoneleigh-Burnham School, an independent girls’ boarding and day school for grades 7–12, seeks an experienced Director of College Counseling, effective August 2022. 10-month position.

Located in the Pioneer Valley, a short drive from the Five College Consortium (UMass Amherst, Smith, Mount Holyoke, Hampshire and Amherst College), Stoneleigh-Burnham School is the only girls’ school in New England to offer the IB Diploma Programme and attracts students from the local area and around the world. Our mission centers around helping our students discover and use their authentic voices. Employees who thrive at SBS are collaborative and dynamic colleagues excited by professional growth, are deeply passionate about education, and are committed to fostering an inclusive community. In college counseling, we believe that finding the right fit for each student is the most important factor in the college process.

Duties and Responsibilities:

- Provide guidance, resources, and tools to students and families to help them navigate the college application and financial aid process
- Build and maintain relationships with college admission officers, including scheduling and publicizing virtual and in-person visits to SBS
- Organize standardized test preparation, registration, and transportation for the PSAT, the SAT, and the ACT
- Work with faculty and administrators in support of the college application process
- Inform families, students, faculty, and administrators about admissions criteria, data, and results appropriate to each constituent group
- Manage the SBS college application platform, SCOIR
- Write a comprehensive letter of recommendation for each senior (25-30 students)
- Maintain regular (LMS/email) communications with 11th and 12th graders regarding deadlines, resources, testing, and college visits
- Support students and families in the financial aid process
• Work with 11th and 12th grade students during weekly group meeting times
• Plan grade-appropriate informational college sessions for 9th and 10th grade
• Attend national and regional conferences to develop and maintain professional skills and knowledge
• Teach 1 class, or equivalent
• Serve on the Curriculum Committee and Admission/Retention Committee
• Report to the Academic Dean

Qualities and Qualifications:
• Bachelor’s degree required; Master’s degree preferred
• At least five years of previous college counseling experience
• Extensive knowledge of a diverse array of colleges and other post-secondary options, the application process, admissions/financial aid policies, and general college research tools
• An interest in current trends in higher education
• Excellent organizational, communication, and time management skills
• Demonstrated ability to connect with and make a positive impact on young people
• Experience in and demonstrated commitment to equity and inclusion work that supports a diverse community
• Demonstrated commitment to ongoing professional growth and development
• The desire to work in a boarding school community and be invested in campus life

Applications:
Please send cover letter, resume, and references to:
Shelley Futter, Assistant to the Deans
employment@sbschool.org

Stoneleigh-Burnham strives to cultivate an inclusive community and diversify its employees; candidates from communities that are statistically and systemically underrepresented in independent schools are encouraged to apply. Stoneleigh-Burnham School is an Equal Opportunity Employer. Salary is commensurate with experience.
Our Mission:
Stoneleigh-Burnham School is an academic community that fosters an international perspective. We inspire girls to pursue meaningful lives based on honor, respect, and intellectual curiosity. Each student is challenged to discover her best self and graduate with confidence to think independently and act ethically, secure in the knowledge that her voice will be heard.

To learn more about Stoneleigh-Burnham School, please visit our website: sbschool.org