Available Position:  Associate Director of College Counseling  
Department:  College Counseling  
Reports to:  Co-Directors of College Counseling  
FLSA Classification:  Exempt (Salary)  
Full/Part-time:  Full-time (11 months)  
Date Posted:  February 2, 2022  
Start Date:  August 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
College Counseling at Hockaday
Hockaday offers a comprehensive college counseling program that supports students throughout their Upper School careers. The program begins with a series of gatherings with Form I and II parents, designed to share relevant college-related information and an overview of the current college admission landscape. The program progresses to highly personalized discussions with Form III and IV students, including individual meetings and small-group workshops on topics related to the college research and application process. One of the cornerstones of Hockaday’s college counseling program is valuing the individuality and interests of each student as she moves through the college process. The college counseling team is student-centered and committed to guiding students at every stage as they seek to identify colleges that will support and further their personal aspirations.

Essential Functions:
The Associate Director is one of four counselors in the college counseling office and will work closely with approximately 35 students beginning in their junior year until their graduation. Responsibilities will include:

- Counsel approximately 35 students in each junior and each senior class beginning mid-year junior year to guide them through the research, self-assessment, and application processes; including writing the official school recommendation for each student and meeting as often as needed with individual students and with their parents
- Establish and maintain relationships with college admission officers on behalf of the school and the students
- Present workshops and meetings for parents and students in grades 9-12 and, on occasion, for faculty
- Support the work of College Counseling Department and team with office initiatives and projects
• Visit college and university campuses as possible
• Participate in professional organizations regionally and nationally
• Take advantage of varied professional development opportunities
• Participate in the life of the School through such activities as serving as faculty advisor to a group of students and on other faculty/administrative committees
• Other duties as assigned

Qualifications/Experience:
• A bachelor’s degree, with advanced degree preferred
• Experience in selective college admissions and/or experience in a college counseling/guidance counseling office
• A thorough understanding of the of the application process at public and private colleges and universities
• Well versed in the current trends in admission and financial aid
• Excellent writing skills
• Strong interpersonal skills
• Demonstrated effectiveness as a public speaker
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks

Training:
• Participate in all requisite School trainings prior to the start of the school, and throughout the School year.
• Attend required staff development and training sessions throughout the year
• Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
• Abide by Hockaday’s Code of Ethics and Conduct
• Commit to the ideals expressed in Hockaday’s Tenets of Faculty Excellence

Physical Requirements and Work Environment:
• Regularly works in standard office conditions and climate
• Regularly uses close and distance vision, including working at a computer screen for extended periods of time
• Regularly moves around the office and campus; works at a desk for extended periods of time
• Ability to occasionally move items weighing up to 30lbs. across the campus/office
• Works in a highly stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
• Ability to periodically support before and after-school or weekend events
• Ability to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.