Position Title: Assistant/Associate Director of College Counseling

Employee Category: 12-month Staff

Reports To: Director of College Counseling

Position Purpose: The assistant/associate director of college counseling is a 12-month position that supports the college counseling team in the execution of a college counseling program designed to help each student gain admission to colleges and universities that match their intellectual and personal abilities, interests, and aspirations. In educating, counseling, guiding, and supporting students and their parents in the college search and application processes, this person works knowledgeably, professionally, and ethically; aligns their work with the educational mission and values of the school; advocates tirelessly for the best interests of the student they serve; and supports a college counseling program grounded in the belief that college match is unique to each student. This position works with the college counseling team to design a counseling program using the Emma Willard School academic program pillars of intellectual flexibility, purpose and community, and equity and justice as a guide.

We seek someone who is committed to and willing to navigate today’s changing and diverse landscape. This individual will help the school promote and nurture diversity, equity, and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community through their research, teaching, and/or service to apply.

Principal Responsibilities:

- Counsel approximately one third of each junior and senior class (approximately 30 students in each class) in assessing their goals, developing their college plans, preparing their college applications, and meeting all testing and application deadlines.
- Provide the students, parents, teachers, and advisors with accurate information and realistic guidance about colleges and the college admissions process.
- Contribute with conviction to a diverse and inclusive learning environment.
- Approach college counseling through a DEI lens.
- Write a comprehensive letter of recommendation and complete all required school reports for each assigned student.
● Assist the director in providing input on faculty and administrative discussions and decisions related to academic policy and curriculum development.
● Assist the director in providing information about colleges, college admissions, and the students involved in the process to a wide range of constituencies, including trustees, faculty, administrators, alumnae, parents, and prospective students.
● Participate in school-wide functions and events
● Attend and contribute to departmental, faculty, and faculty/staff meetings
● Be a positive force in the lives of students
● Perform other duties as appropriate.

**Minimum Requirements:**
● Possess a bachelor’s degree (advanced degree preferred).
● Have 3-5 years of experience in selective college admissions and/or college counseling.
● Have experience counseling students from historically excluded groups.
● Be conversant in college counseling, college admission, and financial aid processes and systems.
● Present superior interpersonal, counseling, oral, written, networking, and appropriate technological skills.
● Possess mature administrative, organizational, and research skills.
● Be self-directed and capable of working independently.
● Be a willing worker, team player, and enthusiastic collaborator.
● Demonstrate excellent judgment, high personal standards, patience, compassion, and good humor.
● Believe in and be an advocate for all-girls education.
● Contribute with conviction to a diverse and inclusive learning environment.
● Be committed to their own professional development and support that of their colleagues.
● Embrace with enthusiasm the immersive lifestyle of a boarding and day school.
● Have a valid driver's license.

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

**Emma Willard School requires employees to be fully vaccinated with the exception of qualifying exemptions. You will need to submit a resume and cover letter to be considered for the position.**

Please apply through the school's Career Center website.