



## College Counselor Job Description

**Reports to:** Secondary School Principal

### Primary Purpose

Deliver our well-developed college counseling program. Administer all aspects of the college search and admissions process. He or she must work with a caseload of students, write official school recommendations, and serve in various administrative roles.

### Education/Certification:

- A bachelor's degree (required), advanced degree preferred.
- College counseling certification.

### Knowledge and Skills:

- The College Counselor meets with students and their families in both group and individual meetings.
- excellent communications skills, especially engaging public speaking, close listening, and clear and dynamic writing abilities;
- Superior organizational skills;
- Significant experience in highly-selective college admissions or leadership in independent school counseling and commitment to continued professional development and growth;
- A strong professional network amongst the college admission and college counseling community;
- Knowledge of curriculum development and an understanding of the curricular landscape as it pertains to college admissions;
- A strategic thinker with the ability to critically evaluate processes and implement change;
- A broad knowledge of the programs and requirements at a wide range of colleges and universities;
- An appreciation of progressive education and its pedagogy;
- A flexible mindset, able to embrace change;
- Emotional intelligence and cultural sensitivity;
- Warm, patient, and empathetic, but firm and clear about boundaries;
- A collaborative leader committed to supporting and developing a team;
- Accessible and responsive;
- Able to share the optimism and hope around the college search and application process as well as the realities;



- Committed to building strong, individualized relationships with students and their families;
- Delighted about being part of a school community, eager to engage, and willing to be a visible presence;
- Confident and comfortable in the spotlight yet humble and open to constructive criticism;
- A lifelong learner

### **Major Responsibilities and Duties:**

- Maintain and develop relationships with college admissions professionals including hosting college and university representatives on campus and representing ANS at relevant regional and national meetings, conferences, and workshops; supporting the other counselors in doing the same.
- Lead the gathering and analysis of data to inform the school, office, students, and families.
- Lead the development and maintenance of key communications pieces: ANS college counseling web page, school profile, and other key documents for internal and external use.
- Educate families about college admissions and financial aid or scholarship possibilities.
- Generate a schoolwide college preparation/awareness plan. “Making High School Count.”
- Guide students and others in understanding and utilizing Naviance, the college admission data management system. Provide guidance and resources and teach tools to navigate the college search and application process.
- Guide students and their parents/guardians through the college admissions and application process.
- Maintain a strong working knowledge of colleges and universities, which includes making regular visits to colleges. Stay current on high education changes.
- Meet individually with student(s) and parents/to explore and identify appropriate college options. Communicate regularly with counselees. Monitor individual student progress throughout the college application process.
- Serve as a general resource for students, parents, and teaching faculty regarding admission criteria and college data.
- Share financial aid and scholarship information on a timely basis with students and families. Understand the college admission process at a variety of institution types and selectivity levels. Work effectively one-on-one with students and be able to address small or large gatherings of people to discuss the college admission and research process.
- Work primarily with Seniors during the fall and Juniors during the spring, but also with underclassmen when appropriate.