

# WESLEYAN

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# SCHOOL

## Assistant Director of College Advising

The assistant director of college advising serves as the first line of communication among college admission/financial aid personnel, college admission athletic liaisons/special talents coordinators, and Wesleyan students seeking merit, need-based, athletic/fine arts scholarships, and recruitment. He/she will advise students and parents and support the scholarship and recruitment process including NCAA eligibility, portfolio/auditions, and merit nominations. In conjunction with the director of college advising, he/she will support the college advising office in performing all tasks associated with this position. He/she reports to the director of college advising.

### Essential Functions

The assistant director of college advising works in collaboration with the other members of the college advising staff to:

- Manage a caseload of students, providing strategies, advice, support, and guidance to those students and their families throughout the application process to make the best individualized choice for college.
- Meet with students individually, with family members, and in groups to educate them on how to navigate the college process, admissions trends, and individual college options.
- Assist students to identify resources for scholarships and financial aid for colleges and universities.
- Work closely with grade chairs and other administrators in supporting students.
- Support or lead events and educational outreach programs for both the student and parent communities including but not limited to College Night and Reverse Fly-In.
- Create and submit materials to colleges by deadlines in support of college applicants.
- Write strong and effective recommendations for students applying to college.
- Support the faculty in writing recommendations for students applying to college.
- Along with other members of the college advising team, facilitate visits between students and college representatives at the school.

- Accept invitations to counselor meals, visits, and tours as offered and as permitted within the daily workload.
- Visit college campuses to stay abreast of university offerings and maintain familiarity with signature programs.
- Pursue professional development opportunities in NACAC, SACAC, and ACCIS.
- Be involved in the school community at large by attending athletic and fine arts functions within the Wesleyan community.
- Assume responsibility for other projects as assigned by the director of college advising or administration.
- Keep the director of college advising informed about students' progress and special issues that relate to college admissions and keep the director apprised of changes in the student's academic status and status of college admissions.
- Work with the college advising team in a supportive and team-minded approach.
- Additional time is required beyond a normal workday or week for evening and some weekend meetings and gatherings.

### **Qualifications**

- A bachelor's degree is required while a master's degree is preferred from an accredited college or university.
- Three-five years of experience in college admissions or college advising in a high school. Experience with counseling students who wish to pursue the arts or athletics in college is a plus.
- A strong grounding in the Christian faith.
- Excellent written and oral communication skills to facilitate effective communication with students, parents, colleagues, college representatives, and supervisors.
- A strong desire to work in a collaborative learning community, employing a growth mindset and participating in ongoing professional development during the school year and summer.

***The job duties and responsibilities outlined are not exhaustive and may be subject to change.***