



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

College Counselor - Upper School (SY 2026-2027)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

Lake Highland's Upper School (US) seeks a College Counselor to provide social, emotional, and academic support to Upper School students, with a focus on preparing them for their transition into higher education. Responsibilities include, but are not limited to, course advisement, selection, and registration; monitoring graduation requirements and reviewing transcripts; assisting seniors with all phases of the college application process; and developing and maintaining relationships with college admissions personnel, to name a few.

This is a full-time, fully benefited, 12-month, exempt position. We encourage applicants from underrepresented groups to apply.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHP conducts background checks, including fingerprinting (<https://info.flclearinghouse.com/>) and drug testing, and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

April 2026

Education & Experience

- Bachelor's degree or higher in education, counseling, psychology, or related area required; Master's degree preferred.
- Minimum of five years' experience in college counseling or related professional experience required.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.