



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Associate Dean of College Counseling (SY 2026-2027)



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

Job Summary

Lake Highland's Upper School (US) seeks an Associate Dean of College Counseling who serves as a key leader within the College and Career Office and supports the Dean of College Counseling in the implementation and management of a comprehensive, student-centered college counseling program. This role combines direct student advising with significant responsibility for departmental programming, communications, and internal initiatives. The Associate Dean plays a central role in designing and executing college counseling events, workshops, and strategic projects, while maintaining a caseload of students and families.

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

Education & Experience

- Bachelor's degree required; Master's degree in a writing-intensive discipline preferred.
- Minimum of five years of experience in college counseling, selective college admissions, or a closely related field required.
- Experience in an independent or college preparatory school environment preferred.
- Active involvement in professional college counseling organizations preferred.

About Lake Highland

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

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.