

## College/Career Counselor

<b>Job Title: College and Career Counselor</b>	<b>Department: Academics   Counseling</b>
<b>Reports to: Principal</b>	<b>Classification: Exempt</b>
<b>Job Code:</b>	<b>Revised: 04/2026</b>

### ABOUT ST. VINCENT-ST. MARY HIGH SCHOOL

St. Vincent-St. Mary High School (STVM) is a Catholic, college-preparatory school with a rich tradition of academic excellence, faith formation, and student success. Rooted in the Marianist tradition, we are committed to educating the whole person- mind, body, and spirit, while fostering a supportive and inclusive community. Our dedicated faculty and staff play a vital role in shaping the leaders of tomorrow, inspiring students to achieve their full potential through rigorous academics, meaningful service, and a vibrant extracurricular experience. We are seeking passionate and mission-driven individuals to join our team and contribute to our legacy of excellence.

### Position Summary

St. Vincent-St. Mary High School seeks a College/Career Counselor who embodies the Marianist mission of educating the whole person; guiding students not just toward college acceptance, but toward lives of purpose and meaning. This individual leads and serves with integrity, bringing deep knowledge of the college admissions landscape alongside a genuine joy for working with a diverse group of students and families.

The ideal candidate is a skilled communicator, collaborative team member, and creative thinker committed to equity and belonging in every aspect of their work. Actively engaged in the broader profession through NACAC, College Board, and ACCIS, they bring current expertise and a strong network to the STVM community, inspiring students to think creatively, reason systematically, and discern their path forward with confidence.

### Major Responsibilities and Duties

#### College & Career Advisement

- Provide individual and group counseling to students and parents on all aspects of college guidance, including entrance exams, college search and selection, financial aid, and goal-focused high school planning.
- Prepare and submit all college application materials, including transcripts, recommendations, and scholarship documentation.
- Maintain and grow relationships with college and university admissions representatives; coordinate campus visits to STVM.
- Develop and teach a course or curriculum focused on the college search and application process.
- Assist students with NCAA eligibility requirements.

- Collaborate with faculty to develop community partnerships supporting work-study programs and internships.
- Forge awareness of STVM with college and university admissions offices nationwide.

### **Parent & Family Communication**

- Plan and facilitate workshops and information sessions for students and parents on post-secondary planning, financial aid, and scholarships.
- Communicate regularly with families on college application timelines, deadlines, and relevant updates.
- Guide students and parents in understanding and utilizing the four-year college and career planning framework.

### **Assessment & Reporting**

- Analyze academic and assessment data to inform stakeholders and support school improvement; interpret cognitive, aptitude, and achievement assessments.
- Track and report on trends in college admissions and the broader counseling field.
- Prepare an annual report on the post-secondary plans of STVM graduates.
- Create detailed reports on college acceptances and student matriculation.

### **Administration & General Responsibilities**

- Meet with students in grades 9–12 and their families to create personalized plans of action for academic and post-secondary success.
- Conduct quarterly group meetings with students to review college/career center resources and build college awareness.
- Manage the College Credit Plus program, serving as liaison between STVM and higher education dual enrollment partners.
- Maintain the college calendar in Naviance and on the STVM website, including test dates, scholarship deadlines, and upcoming events.
- Write thoughtful, individualized letters of recommendation for each college applicant.
- Review and process student college applications; coordinate college essay writing workshops and test-prep sessions.
- Organize college fairs, admissions officer visits, and college night programming.
- Attend professional development conferences to stay current on trends and opportunities in higher education.
- Participate in evening and weekend school events, including graduation, Open House, Curriculum Night, and College Fairs.

### **Qualifications**

- Master's degree from an accredited college or university in School Guidance and Counseling, Educational Leadership, or equivalent experience as a College Admissions Director
- Virtus certification and FBI/BCI background check.
- Experience in college admissions or college counseling strongly preferred.
- Proficiency with Naviance or similar college planning platforms.

### **Work Hours & Conditions**

Core hours follow the extended school calendar, August 1-June 30. This position requires occasional evening and weekend availability for designated events.

## Essential Functions

- Travel locally and, when necessary, nationally for college visits, professional conferences, and recruitment events.
- Work occasional evenings and weekends to attend school events, parent programs, and other required activities.
- Perform the physical demands of the position, including prolonged periods of sitting, standing, walking, speaking, and working at a computer.
- Occasionally lift and move materials weighing up to 25 pounds.

## Benefits

Full-time employees are eligible for individual or family health, dental, vision, and prescription drug coverage. Employees with children attending St. Vincent-St. Mary High School are eligible for all scholarships, grants, and aid available through state, diocesan, and school programs.

## How to Apply

Please submit the following to [employment@stvm.com](mailto:employment@stvm.com):

- Cover letter
- Resume
- 2 redacted letters of recommendation for a current or former student
- 1 sample parent newsletter

*St. Vincent-St. Mary High School is an equal opportunity employer.*  
15 North Maple Street, Akron, Ohio 44303 | (330) 253-9113 | [www.stvm.com](http://www.stvm.com)