

## **Ursuline Academy of Dallas – Position Description**

### **COLLEGE COUNSELOR**

#### **Overview**

Founded in 1874 by the Ursuline Sisters, Ursuline Academy of Dallas is an independent Catholic, college preparatory school for young women. The mission of Ursuline Academy is the total development of the individual student through spiritual formation, intellectual growth, service to others, and building of community. Ursuline Academy educates young women for leadership in a global society. Ursuline seeks a full-time College Counselor to join our office for this 10-month position starting in August 2026.

#### **General Authority**

The College Counselors report to the Director of College Counseling who, in turn, reports to the Dean of Academics.

#### **Key Responsibilities**

- Collaborate frequently with College Counseling colleagues to ensure best practices when working with and advising students and parents; ongoing collaboration with members of the Student Counseling department to ensure a seamless transition of pertinent student information between members of the two counseling offices
- Work with an assigned group of students and parents to guide them through the college search, application, and selection process; this includes helping with creating lists, researching colleges, discussing admission and financial aid decisions, assisting with college choice discussions, and anything else as needed in regards to college guidance.
- Prepare and send school supporting documents to colleges and scholarship organizations in support of student applications; tasks include writing letters of recommendation, preparing and sending secondary school report information, sending transcripts, school profile, and teacher letters of recommendation
- Organize and host meetings for students and parents throughout the year, along with other special events that include College Night, grade level student and parent programs, various on-campus college fairs, and other events
- Establish and maintain relationships with college representatives; follow up with college representatives on behalf of students who may have missing items and/or provide additional support for student applications or for waitlist candidates
- Participate in professional development opportunities that include:
  - Representing the school at professional conferences and other informational programs
  - Attending college sponsored events
  - Participating in counselor college visit programs
  - Meeting with college representatives who visit campus
- Follow up with college representatives to collect admission and scholarship information for the senior class
- Share scholarship, academic and summer program, and other college counseling related information with students, parents and faculty using various communication platforms
- Assist Testing Coordinator, as needed, with standardized test programs and with the coordination and administration of the AP exam program

#### **Ideal Qualities**

- Strong understanding of the Ursuline mission
- Possess an enthusiasm for collaboration and participation in a community of learners who are excited to grow and engage in giving and receiving feedback
- Possess a student-centered philosophy and enjoy working with students, parents, and members of the school community

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- Exhibit a warm, supportive, and welcoming demeanor that allows for rapport building with students, parents, and colleagues and can influence conversations and interactions with positive outcomes
- Enjoy working as part of a highly collaborative team
- At least three-to-five years' experience in college admissions and/or college counseling, preferably in an independent school setting
- Strong understanding of college admissions and the financial aid process
- Strong written and communication skills
- Strong technology skills, with prior experience using college search and application platforms and familiarity with Microsoft applications
- Strong organizational and multitasking skills, and ability to meet deadlines
- Possess at least a bachelor's degree, a master's degree is preferred

In addition to college counseling responsibilities, full-time faculty at Ursuline Academy serve as advisors, actively participate in non-academic student activities such as moderating clubs, chaperoning events, and student supervision, and enthusiastically pursue professional development opportunities as they join a Catholic, independent school culture.

***Please direct all inquiries to:***

Human Resources – Ursuline Academy of Dallas ([employment@ursulinedallas.org](mailto:employment@ursulinedallas.org))

Qualified candidates should submit the Employment Application, Background Check, and Pre-Employment Affidavit forms from [Careers - Ursuline Academy Of Dallas \(ursulinedallas.org\)](https://www.ursulinedallas.org/careers). Email the completed forms along with a resume, letters of reference, cover letter and transcripts of undergraduate or graduate work to [employment@ursulinedallas.org](mailto:employment@ursulinedallas.org).

Compensation commensurate with experience. EEOC