



Position Title:	Upper School College Counselor
FLSA Classification:	Exempt
Reports to:	Director of College Counseling
Position Purpose:	The Upper School College Counselor serves as the primary advocate and contact for Upper School students and families, providing holistic academic advising and college counseling support.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	Full Year

Description

The Upper School College Counselor partners with students, families, and faculty to guide each student through a thoughtful and individualized college exploration and application process. This role requires deep knowledge of college admission practices, strong advising and communication skills, and a student-centered approach that empowers students to reflect on their strengths, interests, and goals. The counselor supports academic and personal decision-making while upholding the school's mission and fostering a balanced, ethical, and well-informed approach to postsecondary planning.

Essential Functions and Tasks

- Manage a caseload of approximately 40 senior students through the college application process, helping all students in your care find a college or university that will be a good fit for them.
- Write official school recommendations for each assigned senior. College counselors also complete School Report and Mid-Year Report forms as requested by colleges.
- Support students to navigate their interests and passions through the pursuit of summer programs, internships, and extra-curricular opportunities.
- Meet with junior families to discuss the admissions process and individual college choices.
- Assist in advising 9th and 10th-grade students on curricular options during the course selection process. Provides purposeful and targeted academic advising, including yearly course selection guidance and multi-year planning.
- Co-present with the Director of College Counseling during student and family presentations.
- Assists in running mission-appropriate programs in grades 9-12 that help students understand themselves and focus on age-appropriate personal, academic, and college-focused goals.
- Meet with college admissions representatives who visit campus and facilitate connections between them and our students.
- Serve as a liaison with college admissions offices throughout the year.

- Assist with the administration of standardized testing, including the fall PSAT, as well as the spring ACT/SAT and College Board AP testing.
- Stay informed on issues and trends in college admissions, higher education, and testing.
- Maintain knowledge of specific colleges and remain actively involved in professional organizations.
- Builds strong relationships with assigned students and their families, understanding each student's goals, interests, strengths, and areas of growth
- Keeps complete records in Scoir or a similar management system
- Other duties as assigned by the Head of School or direct supervisor, including
- Assessed through the Professional Growth and Evaluation Program.
- Represent and promote the school in a positive manner at various school events.
- Develop, research, and attend professional development.
- Employee may be required to work remotely, participate in an on-call rotation schedule, as determined by the employer's sole discretion.
- Performs other tasks and duties as assigned by the Head of School, Head of Upper School, and the Director of College Counseling.
- Supports and adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's business department policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence, and complies with Physical Requirements and Work Environment.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description outlines the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.



Physical Requirements and Work Environment

- Occasionally lift 30 pounds
- Generally works in standard office conditions and climate
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events
- Ability to work in a fast-paced environment, dealing with a wide variety of challenges and deadlines
- May work at a desk and computer for extended periods of time
- Ability to stoop, bend, kneel, stand, walk, and reach

Qualifications

- Bachelor's degree required; Master's degree in Education or an academic discipline preferred
- At least three to five years of college counseling or college admissions experience required
- Excellent communication skills, verbally and in writing
- A commitment to a student-centered, holistic advising process
- Ability to manage multiple projects at once
- Eagerness to grow professionally and remain current within the field
- Desire to be a positive, growth-oriented, and solutions-focused team member
- Commitment to confidentiality and student and faculty privacy