

COLLEGE COUNSELOR
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Director of College Counseling

PRIMARY RESPONSIBILITIES:

In a part-time capacity, the College Counselor works in conjunction with the Director of College Counseling to organize, direct, and facilitate the school's comprehensive college counseling program for an upper school community of approximately 240 students.

KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A bachelor's degree, advanced degree preferred
- Strong communication skills, both written and oral
- Active listening skills and the ability to synthesize information from multiple sources of input while demonstrating empathy and understanding
- Proven positive working relationships with colleagues, students, and families
- Ability to work independently and collaboratively
- Proven organizational skills
- Ability to meet deadlines and work in a fast-paced and, at times, high-pressure work environment
- Enthusiastic involvement in the school community
- Critical and creative thinking skills
- Knowledge of the college admission and application process, including standardized testing topics, course selection support, and enrollment management strategies and practices
- Interest and comfort with numbers and data-driven decision making
- Experience in college admissions or college counseling preferred

DUTIES WILL INCLUDE:

- Counsel and support a caseload of upper school students and families in every aspect of the college selection, application, and admission processes
- Author letters of recommendations for a caseload of students
- Co-facilitate four Co-Edge courses with Director of College Counseling
- Help develop and execute programming for the Collegiate parent and student community
- Develop relationships with college representatives by scheduling visits to Collegiate's campus, participating in counselor tours, and advocating on behalf of seniors in the admissions process
- Maintain and update information systems within the College Counseling Office
- Assist in communication efforts within the College Counseling Office to the Collegiate community
- Perform other duties as assigned by the Director of College Counseling and/or the Head of School