

DIRECTOR OF COLLEGE COUNSELING
LOUISVILLE COLLEGIATE SCHOOL

PRIMARY RESPONSIBILITIES:

The Director of College Counseling leads our college counseling team and assumes overall responsibility for guiding students and families through the college search, application, and transition to college process. They provide vision, support, and direction to our comprehensive and individualized college counseling program. The Director of College Counseling reports to the Head of Upper School and sits on the Upper School Leadership Team and Academic Affairs Committee.

KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A bachelor's degree, advanced degree preferred
- Experience in college admissions and/or college counseling
- 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 high-pressure work environment
- Enthusiastic involvement and flexibility within the school community
- Critical and creative thinking skills
- Knowledge of the college admission and application process, including standardized testing topics, course selection support, enrollment management strategies and practices, and evolving trends in college admissions landscape
- Interest and comfort with numbers and data-driven decision making

DUTIES WILL INCLUDE:

- Lead and manage the college counseling office, which includes one additional full-time college counselor.
- 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
- Teach two college counseling classes, usually meeting every four school days
- 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
- Plan, develop, and execute programming for the Collegiate parent and student community
- Maintain and update information systems within the College Counseling Office
- Coordinate office communication efforts to the Collegiate community

- Advise ten to twelve students through daily advisory gatherings and individual meetings
- Attend weekly Upper School Leadership Team meetings
- Advise on course selection with the lens of the college admissions process
- Prepare and presenting to the Board of Trustees on an annual basis on the topics of the college admissions process, student selection, and national trends
- Establish and maintain an annual budget

January 2023