



Maumee Valley Country Day School

Position Opening: Assistant Director of College Counseling

Type:Part Time (August - Mid-June)

Application Deadline: Until filled

Start Date: August 1, 2018

Maumee Valley is the only secular, PS-12 independent school in northwest Ohio and boasts an accomplished and diverse student body, rigorous academic program, and impressive college profile. A Maumee Valley education is Personal, Experiential, and Global.

ASSISTANT DIRECTOR OF COLLEGE COUNSELING.

The successful candidate is a resourceful and innovative person. All students will feel safe, respected and confident in the environment created by this candidate. We ask all of our employees to do the following:

- Fully embrace [MV's mission](#), the [MV2020 Vision](#), and the [portrait of an MV graduate](#)
- Recognize and embrace [Diversity](#)
- Embrace exceptional teaching
- Work Collaboratively
- Cultivate an environment of continuous growth
- Place students at the heart of their practice
- Nurture community through actions and attitudes
- Exemplify personal and professional integrity

Key Responsibilities and Duties:

- Teach three classes and two Intensives (Winter and Spring)
- Provide a supportive, warm, and responsive atmosphere for all students and families as they move through the college process
- Provide administrative support and record keeping for assigned students/classes
- Support the College Counseling Office year-round college-related programming for students and families at all points in the Upper School experience
- Write engaging and comprehensive letters of recommendation for students
- Be willing to acquire a thorough knowledge of the college landscape and its current trends by personally visiting colleges and reading about the college admission process
- Be willing to acquire a solid knowledge of college counseling software, especially Naviance
- Maintain active membership in appropriate professional organizations and attend local, regional, state, and national conferences as required
- Organize and administer the PSAT exam and the state-sponsored SAT or ACT exams
- Work collegially with faculty to review letters of recommendation for our students
- Represent the school positively to external audiences and visiting college representatives
- Report to the Director of College Counseling

Skills and Competencies:

- A healthy balance of empathy, humility, and humor and demonstrated success working with teenagers and their parents
- The ability to be flexible and adaptable
- An attention to detail and deadlines
- Excellent written and verbal communication skills
- Strong organizational skills
- A genuine interest in making college counseling a career path

Credentials:

- Bachelor's Degree in relevant field required; Master's Degree, relevant coursework, or relevant professional experience preferred
- Must have valid Ohio Teacher's License or Permanent Non-Tax Certificate

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

HOW TO APPLY:

Please email your documents in PDF format to hr@mvcds.org. Documents needed: [MVCDS Application](#), cover letter, resume, and three written professional letters of reference, and a copy of college transcripts. Please use the title of the position in the subject line of your email.