



STAFF JOB DESCRIPTION

Position/Title: Assistant Director of College Guidance
Reports To: Director of College Guidance

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Summary

The Assistant Director of College Guidance will work with and guide Upper School students and their parents in all aspects of the college search and admission process. The ideal candidate will have familiarity with the goals, objectives and mission of an independent college preparatory school; the ability to coordinate tasks in a deadline-driven environment; a strong sense of ethics; the ability to write compelling recommendation letters, and a willingness to spend some evening and weekend hours in job-related duties. The candidate will have the ability to respond effectively to the needs of a diverse, highly motivated, all-girl population. Knowledge of all aspects of college admission processes, practices, financial aid and scholarships is also required. The Assistant Director of College Guidance should expect to be appropriately involved in state and national professional organizations and plan to visit college campuses each year. She or he will be expected to keep current with admission and financial aid trends.

Duties and responsibilities include:

- Writing comprehensive letters of recommendation for students and advocating for each girl's candidacy
- Educating parents about all aspects of the college search process through comprehensive parent programs grades 9-12
- Working with the Director of College Guidance to modify and teach the College Guidance Seminars to juniors and seniors
- Forging positive relationships with college and university representatives through visits and membership in regional and national organizations
- Assisting in the development of departmental publications
- Compiling and disseminating scholarship and summer program information
- Supporting divisional and school-wide initiatives through committee work as appropriate
- Participating in faculty and staff meetings

Required Qualifications

Laurel School seeks an applicant with experience in either selective college admission or college counseling. The successful candidate ideally holds a Master's degree, possesses excellent writing and oral communication skills and has appropriate knowledge of education and adolescent issues. She or he must have a supportive, approachable

demeanor as well as an ability to build strong connections with students and their families. She or he must possess a positive attitude, solid organizational skills and proven success within a work setting that requires collaboration, cooperation, and collegiality. This individual should have experience with computer database operations, especially an ability to work with Naviance.

Salary

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply

Please visit www.laurelschool.org for further information and a job application.

Work Environment

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.