

**Associate/Assistant Director of College Counseling
Job Posting**

DEPARTMENT: College Counseling REPORTS TO: Director of College Counseling
POSTING DATE: October 3, 2018 FLSA: Exempt

Hathaway Brown School is seeking a full-time Associate/Assistant Director of College Counseling (title will be one or the other based on level of experience). This is a 12-month position with an ideal start date of January 2019 but the potential for a June 2019 start. The individual will collaborate with a robust counseling and support team to guide junior and senior classes of approximately 100 students through every aspect of the college search and application process. The Counselor is directly responsible for supporting students and their parents through each stage of the college search and application process, keeping the student at the center of the decision-making.

As Hathaway Brown is committed to an inclusive program and a diverse faculty and student body, candidates with a demonstrated commitment to and experience with diversity, equity, or inclusion work are especially encouraged to apply.

Responsibilities include but are not limited to:

- Educating students and parents on the college search and application process through group presentations, family meetings, and one-on-one sessions
- Guiding students in the creation and revision of their college lists
- Advocating for students throughout the application process, including writing a detailed, personalized, and timely School Letter of Recommendation for 30-45 members of the senior class
- Teaching Junior and Senior Forum, a non-graded class in which students explore their strengths and interests, as well as the ins and outs of what they should be doing each step of their college search
- Providing support to students in writing college essays and completing applications
- Submitting all school materials required for a student's college application in a timely fashion
- Planning and completing a range of ongoing projects with a high level of organization and initiative (i.e. standardized test prep coordination, managing College Office information on school's online learning platform, managing scholarship database, etc.)
- Being knowledgeable about a wide-array of colleges and universities and the programs and experiences they offer
- Staying informed of the ever-changing college admission landscape by reading industry publications, following list-serves, etc.
- Developing and maintaining strong relationships with college admissions officers
- Representing HB at relevant state and national conferences and workshops; interacting with college representatives during on-campus visits
- Participating in the life of HB, including overnight school trips, after-school meetings, and evening programs

- Other duties as assigned

Education and required knowledge, skills and abilities:

- A Bachelor's degree is required; a Master's degree is preferred
- Excellent speaking and interpersonal skills
- Superb writing skills
- A joy for working with teenagers
- Patience and empathy, and a deep understanding of the concerns of students and families during the college admissions process
- An accommodating and flexible spirit, and an ability to respond nimbly to constantly changing circumstances
- A collaborative work style
- An ability and eagerness to work with people with diverse backgrounds and experiences
- The highest ethical standards and sound judgment

Interested candidates should send a resume and cover letter articulating qualifications for this position, two writing samples, and three professional references to:

Hathaway Brown School
19600 North Park Boulevard, Shaker Heights, Ohio 44122
hrstaffing@hb.edu
www.hb.edu. EOE