

College Counselor

Full-time, to begin June 2026

Overview

Andrews Osborne Academy seeks a College Counselor to guide and support students in grades 9 through 12 and post-graduate year through the college search, application, and enrollment process. This role focuses on direct student and family counseling, relationship building, and hands-on support. The position reports to the Head of School and works closely with the academic leadership team, faculty, and student support staff.

Primary Responsibilities

- College Counseling and Postsecondary Planning
- Provide individualized college counseling for students and families across all four years of Upper School.
- Guide students through college exploration, list development, application strategy, and final enrollment decisions.
- Support students with essays, resumes, interviews, recommendations, and application timelines.
- Advise students on academic planning aligned with college goals, graduation requirements, NCAA eligibility, and College Credit Plus participation.
- Educate and support families through meetings, workshops, and information sessions on admissions, timelines, and financial aid basics.
- Design and lead an annual Senior College Bootcamp focused on applications, essays, and transition planning.
- Build and maintain professional relationships with college admissions representatives.
- Plan and host college fairs, admissions events, off and on-campus college visits.
- Coordinate college process programming for students and families across grade levels including visits.
- Participate in selected domestic and international college visits to remain current on admissions trends.
- Schedule both Seniors and Post-Grads students, ensuring graduation requirements are met and students are appropriately challenged and on correct trajectory for university

College Credit Plus and Dual Enrollment

- Serve as the College Credit Plus coordinator in partnership with Lake Erie College and other institutions.
- Advise students and families on eligibility, expectations, and academic fit for CCP courses.
- Support students enrolled in off-campus college coursework through coordination and communication.

Testing and Academic Coordination

- Coordinate PSAT, ACT, AP exams, and related testing logistics in collaboration with the Registrar.
- Serve as SSD coordinator for SAT and ACT accommodations in partnership with Learning Support.
- Assist students with test registration and planning.
- Serve as AP coordinator, including exam ordering, administration, and support for faculty course audits.

- Monitor student academic progress and graduation requirements in partnership with school leadership.

Student Programs and Special Initiatives

- Serve as the school liaison to the NCAA for prospective student-athletes.
- Work with Athletic Coaches on recruitment and visits
- Maintain and update NCAA core course alignment.

Professional Engagement and Collaboration

- Serve as the ISACS point person for College and Guidance Counseling during accreditation cycles.
- Stay current on college admissions practices, testing changes, and postsecondary trends.
- Collaborate with faculty, and administrators to support student success across academic and co-curricular programs. Work with advisors to direct them to oversee their grade specific college counseling curriculum

Qualifications

- Bachelor's degree required, Master's degree preferred.
- Prior experience in college counseling, secondary school counseling, or college admissions. Strong knowledge of the college admissions process Globally.
- Experience supporting a wide range of student pathways, including selective colleges, athletics, arts, international students, and gap year options.
- Strong organizational, communication, and relationship-building skills.
- Student-centered approach grounded in care, clarity, and high expectations.

Why Andrews Osborne Academy

Andrews Osborne Academy is a Preschool through Grade 12 day and boarding school with a global student body and a strong college-preparatory focus. College counseling at AOA is relational, intentional, and integrated into the broader student experience. Counselors work closely with students over time and play a meaningful role in shaping futures.

Application Process

Interested candidates should submit a resume, cover letter, and references to Andrews Osborne Academy. Review of applications will begin immediately and continue until the position is filled.

Chris Fox, Upper School Director

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Andrews Osborne Academy is an equal opportunity employer.