

## **College Counselor Opening at Cathedral High School**

Cathedral High School seeks an experienced professional to fill the role of a full-time **College Counselor**. A premier independent Catholic school in the Holy Cross tradition, Cathedral High School has been prominent in the Indianapolis community since 1918.

### **Responsibilities**

Three college counselors work closely together to help students and their families understand the broad college landscape and to guide and support them in the process of applying to and selecting a college.

The role also includes work with three school counselors and a mental health counselor. Responsibilities outside of college counseling will include academic and social/emotional support. Each student has both a school counselor and college counselor.

### **Experience**

- A minimum of three years of experience in either a college admissions office or in an independent school college counseling department.
- Ability to represent and advocate for students through effective written recommendations and detailed documentation.
- An understanding of current trends in the college admission field.
- The ability to collaborate well with others.
- A commitment to travel to conferences and individual college campuses.

### **Education**

Master's degree in school counseling or higher education administration is preferred (or equivalent).

Interested candidates should send a cover letter and resume to Dennis Thomas, Vice Principal at [dthomas@gocathedral.com](mailto:dthomas@gocathedral.com).