

Associate Director of College Counseling

Park Tudor School is currently seeking an Associate Director of College Counseling. This individual will have responsibility for counseling a cohort of Upper School students through the college counseling process, including all programs and activities related to that process. He or she will work closely with students, parents, and faculty in promoting a creative, exciting environment around the college admissions process; encouraging and providing good communication among all constituencies related to the process; and facilitating and nurturing all activities which support that process. The Associate Director will report to the Director of College Counseling and work closely with other members of the college counseling staff. Specific duties for the Associate Director of College counseling include:

Duties:

- Assisting in planning and providing a comprehensive program of education and guidance to meet the needs of students, parents and faculty in the college search and admission process for Grades 9 through 12.
- Responding with energy and empathy when assisting students in identifying their needs, interests and goals as they relate to the selection of, and application to, appropriate colleges and universities.
- Show a commitment to engaging with and learning from people with diverse backgrounds and experiences.
- Communicating regularly with parents regarding their supporting role in college admission and assisting them in understanding the needs and desires of their children as well as the various facets of the process.
- Consulting with the Academic Deans and Advisors in planning students' schedules and reviewing their academic needs and progress.
- Assisting in administering the testing program for college admission (PSAT, SAT, ACT), when necessary, primary responsibility for AP Exam testing, including provision for school-based extended-time testing, and assisting students and parents in the registration process.
- Providing students and parents with training on Naviance, a Web-based college search, application and data management tool for family and counselor use.
- Developing ongoing relationships with college admissions personnel and assisting them in understanding our school, curriculum, and students.
- Hosting visiting college admissions representatives to the school and attending admissions meetings and conferences that are held in the Indianapolis community.
- Visiting colleges annually to gain an understanding of campus cultures, programs, and admission priorities.
- Assisting students in developing timelines to complete tasks associated with the application process; suggesting specific colleges to investigate and visit; reviewing student essays and preparing students for interviews.

- Writing recommendations for a specified segment of the senior class.
- Assisting in the preparation of materials and handouts for student and parent use (e.g., the College Handbook, Guidelines on Campus Visits, Interviewing Tips) and updating the College Counseling Website.
- Preparing and updating the scholarship database, including communication of scholarship opportunities to students and parents in advance of application deadlines.
- Assisting in the development and annual update of the Park Tudor School Profile which is sent to colleges as well as prospective Park Tudor applicants and their families.
- Helping to plan and conduct annual programs and events for students and parents including: College Day (Gr. 10-12); the College Admissions Forum (Gr. 11); College Bus Tour (Gr. 10); Transition to College (Gr. 12); College Alumni Panel (Gr. 11); Financial Aid and Scholarship Information Night (Gr. 9-12); and Parent Information Sessions (Gr. 9 & 10, Gr. 11, Gr. 12).
- Working with faculty in understanding their role in the college admissions process, including the writing of teacher recommendations and evaluations.
- Participating in professional development activities including membership in and attendance at regional, state and national organizations (e.g., NACAC, IACAC, etc.); serving periodically as speaker or panelist at meetings and workshops; keeping abreast of current trends and ethical standards of the profession.

Qualification Requirements:

Education and/or Experience:

- Degree: Bachelor's degree required, master's degree preferred.
- Experience: Previous experience as a college counselor and/or college admissions officer.

Park Tudor is an equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply. Candidates should send their resume to hr@parktudor.org.

For more information regarding Park Tudor School, consult the Park Tudor website at www.parktudor.org.