

## College Counselor (Full Time)

**The Academy of the Sacred Heart** is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for toddlers through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

### Job Description

The Academy of the Sacred Heart is seeking a **full time College Counselor** for grades 8-12. The College Counselor as an Upper School faculty member is directly accountable to the Upper School Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and life of the school reflect the *Goals and Criteria* of Sacred Heart education. Responsibilities include:

- To assume responsibility for counseling students in grades 8-12 (and their parents) in regard to the entire college selection, application and admission procedures.
- To coordinate the program and calendar for all standardized testing for students, including scheduling test dates, registering students, arranging for special “prep” sessions, administering the tests, and providing pre- and post-test counseling.
- To serve as AP and PSAT Test Coordinator.
- To coordinate selection of college book award winners.
- To keep accurate permanent records of students’ testing and academic work.
- To keep track of admission decisions.
- To oversee the upload of student transcripts into the State Transcript System (STS)
- To develop summary reports on students’ progress on standardized testing to the school community as appropriate.
- To provide information as needed for the Headmistress/Board of Trustees.
- To conduct individual and group sessions in all areas of college counseling.
- To write the school recommendations for seniors as part of their application process.
- To oversee the faculty writing of the requested recommendations for students.
- To maintain and expand an attractive, informative and up-to-date College Counseling Center.
- To provide a welcoming environment for visits with college representatives, facilitating meetings between representatives and students.
- To visit college campuses when invited.
- To oversee a summer trip to visit colleges.
- To be available to faculty who wish to include college counseling in their curriculum (e.g. Kindergarten t-shirt project).
- To represent the school at relevant state and national conferences and workshops.



### **Preferred Qualifications**

- A master's degree in Education or a related field
- At least two years of successful experience as a College Counselor
- Excellent organization and interpersonal skills
- Ability to travel

### **Application Process**

Applicants should submit the following to [www.ashrosary.org/careers](http://www.ashrosary.org/careers).

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of three references from current and/or former direct supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at [ashrosary.org/careers](http://ashrosary.org/careers).

*The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.*