



# *Job Description*

**POSITION:** College Counselor

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**UPDATED:** December 2012

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**STATUS:** Full-Time

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**YEARLY TERM:** 10 months

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## **REPORTING RELATIONSHIPS**

**Supervisor:** Director of Upper School

**Supervisor to:** No direct reports

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## **RESPONSIBILITIES:**

- Develops and runs mission-appropriate programs in grades 9–12 that help students understand themselves and focus on age-appropriate personal, academic, and college-focused goals—for instance, for underclassmen, sessions focused on Myers-Briggs personality inventories; for juniors, mock interviews, mock admission committees, and college trips; for seniors, essay-writing sessions and Common Application sessions.
- Counsels Upper School students on every facet of the college search process, providing especially close guidance to families starting in January of their junior year and continuing through the senior year.
- Writes or oversees the writing of seniors' school counselor letter (typically, the Director of Upper School writes some letters and the College Counselor writes the majority of them)—for the class of 2014, there will be approximately 40 seniors.
- Reviews and signs off on each junior and senior student's course registration and assists the US Director in four-year planning discussions with rising ninth grade families.
- Organizes information sessions such as Junior College Night and Paying for College.
- Coordinates independent instructors' test prep courses offered for fees to Trinity students.
- Maintains accurate and complete records of students' application materials, college applications, acceptances, matriculations, scholarships and aid awarded, etc. Analyzes and creates reports on these to help give well-informed advice to students, faculty, the US Director, and the school.
- Arranges for college admissions officers to visit Trinity.
- Collaborates closely with the athletics department regarding NCAA recruitment.
- Serves as lead coordinator of grades 9, 10, and 11 standardized tests given at Trinity (EXPLORE for grade 9 and PSAT for grades 10 and 11).
- Coordinates the process by which students are identified to take AP tests, working closely with faculty, parents, and students. Oversees a stipended coordinator of AP testing who handles all the details of the spring AP test administration.
- Chairs the nominations committee for merit scholarships (Morehead-Cain, Park, Belk, etc.), for Governor's School, and for others as identified by Trinity, and guides Trinity's nominees through each step associated with them.

- Maintains and updates the handbooks, handouts, newsletters, and forms important to the College Counseling program.
- Maintains and updates Trinity's *Handbook of Summer Opportunities* and creates effective ways to communicate information about other such programs, the College Counselor portion of Trinity's web site, and the annually updated Upper School Profile document.
- Is responsible for full, complete records in Naviance and students' and families' effective use of this resource.
- Guides faculty in the writing of excellent college recommendations.
- Maintains and actively develops relationships with college admission officers and other school counselors. Is active in SACAC or NACAC. Visits colleges and universities to deepen and expand knowledge of school options. Remains informed regarding matters that have an impact on college counseling.
- Works closely with the Assistant to the US, who assists the College Counselor in a number of administrative capacities.
- Carries out other duties as assigned by the Director of Upper School or the Headmaster.

#### **QUALIFICATIONS:**

- A mature Christian faith, wisdom about how to use it as College Counselor, and a desire to provide college counseling within the framework of Trinity's mission
- Bachelor's degree (advanced degree preferred)
- Extensive experience in College Counseling preferred
- Superior interpersonal skills in listening to, working with, communicating with, and knowing US students, parents, faculty and staff, and college admissions representatives
- Superior skill in writing with impeccable grammar and eloquent prose, in forms ranging from casual emails to information-laden newsletters and high-stakes senior letters
- Trustworthiness and integrity with all constituencies
- Excellent skills in managing details, deadlines, programs, people, and large quantities of information in a proactive, timely, organized, calming, and effective manner
- Creative, strategic, and thoughtful thinker regarding the assessment of and improvements to current programs and, as helpful, the development of new program elements that will enrich the quality of the college counseling program
- A delight in teenagers—the over- and the underachievers, the super-focused and the unfocused, the gifted and the learning disabled, those from unbroken and from broken homes
- A sharp memory for names and details
- The ability to provide assurance and counsel to teenagers experiencing the typical highs and lows associated with the college search process
- Strong ability to track and advance students through each of these phases, manage large amounts of information, and generate reports
- Strong ability to cultivate and maintain good relationships with colleges and universities and with other counselors

- A deep working knowledge of college guidance programs and of information about local, regional, and national colleges and universities