



COLLEGE COUNSELOR

POSITION TITLE:	College Counselor
REPORTS TO:	Principal
FLSA:	Exempt
JOB STATUS:	Regular, Full-time
FTE:	1.0-10 Month Employee

MISSION STATEMENT:

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

GENERAL SUMMARY:

College Counselors at St. Mary's guide a group of students through their college search, monitor the progress and completion of each advisee's applications, and help individual students and parents troubleshoot and negotiate particular problems or challenges faced in the college search. They also work as a team to develop and deliver programming for college and other post-high school opportunities to students and families.

MAIN RESPONSIBILITIES:

Individual Counseling – Each college counselor works with a full caseload of students to serve as a resource and provide high quality personal college planning and counseling.

- Develop and maintain working relationships by encouraging and coordinating meetings with students and families.
- Monitor student progress throughout the college admission process.
- Write personal letter of recommendation for each student.
- Generate list of recommended colleges that reflect student interests and needs.
- Meet with students to address situations that arise in the college counseling process.
- Submit all school materials (transcripts, letters, school profile, etc.) for each application.

Program Delivery – Each college counselor works as part of team to deliver college counseling programming and communication to the SMA community throughout the year.

- Maintain information resources for internal use and sharing with families and students.
- Author, update and edit college counseling materials, presentations, articles, and curriculum.
- Host events and make presentations to deliver college information for school community including occasional evening and weekend events. Topics include college planning and admissions, college admissions testing, use of Naviance, financial aid, outside scholarships, gap year planning, careers and majors, and approaches to the personal essay.
- Support annual Pre-ACT and PSAT administration at St. Mary's.
- Conduct surveys and focus groups to evaluate current program and identify potential improvements.

Professionalism and Relationship Management - Each college counselor invests as a professional to be knowledgeable and maintain relationships with admissions representatives and other experts and entities that are part of the college admissions process.

- Visit with representatives and hosts college visits to St. Mary's Academy.
- Regularly tour college campuses and attends information sessions including fly-in programs
- Attend college fairs and professional conferences.
- Read, research and train to remain current on all college admission trends including merit and need-based aid, and standardized testing.
- Commitment to addressing the needs of a diverse student population.

Other – In addition to the above:

- Help with Counseling Center initiatives and activities such as standardized testing and course forecasting.
- Uses system (Naviance, Schoology, PowerSchool, and others) to access and maintain current information in support of counseling, program delivery and reporting.
- Other duties (on-call for TA substitute duty, support Back to School Night, Conferences, Open House) as assigned by Principal, VP for Academics or Counseling department chair.

QUALIFICATIONS:

- Bachelor's degree required, Masters strongly preferred with specific college counseling training or a minimum of three years of experience in either college admissions or college counseling.
- Commitment to the objectives and mission of a Catholic, all girls' college-preparatory high school and the SNJM Charism.
- Broad knowledge of colleges and universities of varying levels of selectivity and cost: their academic programs, admission policies, and financial aid policies and procedures; understanding of gap year options and programs.
- Deep knowledge of the college admission process.
- Skilled at information gathering and data management.
- Outstanding written and verbal communication skills and experience delivering presentations to diverse audiences.
- Ability to work independently and as part of a team.
- Exemplary interpersonal and relational qualities; awareness of cultural and socio-economic differences among students and sensitivity to particular student identities and situations.
- Punctuality, attention to detail and strong time management.
- Computer skills and knowledge of Naviance or equivalent system strongly preferred.

PHYSICAL REQUIREMENTS:

- Ability to sit and/or stand for extended periods of time
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with SMA community or off campus. Communication forms can include but are not limited to; in-person verbal and non-verbal, written, email, telephone and public speaking to medium to large groups.

SALARY: Salary will be commensurate with qualifications and experience.

BENEFITS: St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental and Vision coverage at no cost to employee only

- Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Vacation and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for St. Mary's Academy
- Employee Assistance Program

St. Mary's Academy is an equal opportunity employer. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.

To Apply: Qualified applicants may submit resume and cover letter to Kari Forrer in Human Resources, kari.forrer@smapdx.org.