

Join The Hill Family

ASSISTANT DIRECTOR OF COLLEGE COUNSELING

THE HILL SCHOOL MISSION

The Hill School prepares young people from across the country and around the world for college, careers, and life. Within a family school environment and a rigorous liberal arts curriculum, we challenge our young people to work hard; think and reason; be fulfilled; serve the common good; and be prepared to lead as citizens of the world, uniquely guided by our motto, "Whatsoever Things Are True."

Department: College Counseling Office

Position Title: Assistant Director of College Counseling

Reports To: Co-Directors of College Counseling

Status: Exempt, 12-month, Full-Time Faculty

POSITION SUMMARY

The College Counseling Office is seeking a full-time Assistant Director of College Counseling for the 2023-24 school year. We are looking for an experienced, energetic, and collegial team player who enjoys working with students and adults in a collaborative and inclusive academic environment. This individual will work to provide students and their families with information and assistance to navigate the college search and application process.

RESPONSIBILITIES AND QUALIFICATIONS

The primary focus of the Assistant Director of College Counseling includes, but is not limited to, the following:

- Work with 32-35 students per class each year.
- Assist students and their families through all aspects of the college counseling process, such as creating and finalizing college lists, reviewing essays, and writing personalized letters of recommendation.
- Collaborate closely with the full College Counseling team to provide a comprehensive program.
- Contribute to the planning and execution of educational programming and workshops for students and families.
- Teach College Seminar classes during winter term.
- Meet with college representatives during their on-campus and/or virtual visits to The Hill School.
- Communicate and network with college admissions counselors and financial aid representatives to provide accurate, up-to-date information for student applicants and their families, including counselor calls.
- Actively seek professional growth by traveling to college and university campuses, meeting with college admissions counselors, and participating in conferences as deemed necessary.

- Experience and demonstrated success working with diverse student communities is preferred but not required.
- Serve as an academic adviser for five to eight students.
- Participate in duties as assigned (administrative, coaching, residential or the equivalent) as a member of The Hill School's day and boarding school community.
- Other duties as assigned.



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THE IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS:

- Have three to five years of experience working in a college counseling department or selective college admissions field.
- Bachelor's degree required.
Experience working in an admissions office of a highly selective school, strongly recommended.
Familiarity with and a desire to continue to learn about a wide range of colleges and universities in the United States and abroad.
- Understanding and commitment to the value of an independent, residential school within our society, particularly The Hill School and its family-related values.
- Exceptional communication skills, i.e., written, verbal, presentation, etc., and organizational skills.
- Strong technical capabilities, including Cialfo, Microsoft Office platforms, etc.
- Ability to collaborate and a natural orientation towards a team approach in an office of 6+ college counselors to reach common goals.
- Flexibility and the capacity to adapt to the dynamic and ever-evolving college admissions landscape.

ATTITUDE AND DEMEANOR

- Publicly support the mission and vision of The Hill School in a positive and professional manner.
- Work as a dynamic team member in a professional collaborative environment.
- Energetic and organized enough to thrive in an extremely fast-paced environment while collaborating with a growing team to produce great work.
- Ability to wear many hats, learn new things every day, and have the ability to switch from a variety of roles with ease and excitement.
- Communicate effectively with warmth, sensitivity, humor, and understanding as they deal with administrative colleagues, teachers, students, alumni, parents, faculty, staff, and program associates.
- Possess a "service attitude" - willingness to be flexible to meet the needs of the department and School.

FOR MORE DETAILS ABOUT THIS POSITION AND TO APPLY, PLEASE CLICK THE LINK OR SCAN THE QR CODE BELOW:

[Employment Opportunities](#)



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