

## **College Guidance Associate Job Description**

### **Position Summary**

The College Guidance Associate is a faculty position which reports to the Director of College Guidance and works closely with faculty and the Upper School administrative team. The College Guidance Associate supports students and parents as they navigate the college process. To that end, the College Guidance Associate will create programs and activities to assist students in pursuing post-secondary school options, including developing college planners and navigating financial aid information and scholarship publications. The position includes a teaching load of up to three academic classes, an after-school commitment, and some summer work.

### **Duties and Responsibilities**

- Prepare and present college evening informational sessions for parents.
- Facilitate communication among classroom teachers, advisors, administration, and families.
- Assist students in meeting common college admission deadlines, including the development and distribution of a college calendar which indicates timelines for college admission forms, scholarship applications, and other important college dates throughout the year.
- Coordinate college visitations and arrange for college recruiters to come to campus to share information and speak to students regarding college opportunities.
- Assist students in college preparation activities, such as providing students with strategies for writing successful college entrance essays, facilitating meetings between students and counselors, and reviewing student GPAs.
- Guide students and others in understanding and utilizing Naviance, the college admission data management system.
- Organize and lead college-focused events for students during the school day and occasional evenings.
- Represent the school at relevant state and national conferences and workshops.
- Provide guidance and resources to help students to navigate the college search and application process.
- Cultivate relationships with the admissions teams at colleges and universities.
- Perform other duties as determined by the Head of Upper School.

### **Minimum Qualifications**

- Bachelor's degree. Master's degree in education-related field preferred.
- Prior college counseling experience preferred.

- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Ability to collaborate with faculty, staff, admin, and parents.
- Positive attitude, flexible approach, and a sense of humor.

**To apply for this position:**

Please send a single PDF file that includes a letter of interest, resume, and three references to [employment@harveyschool.org](mailto:employment@harveyschool.org). Please include the position title in the subject line.