



Position Description

Position Title: Assistant Director of College Counseling

Division: Upper School

Supervisor's Name and Title: Michelle O'Donnell, Director of College Counseling

Position Status: Exempt

Projected Start Date: July 1, 2021

Please submit cover letter, resume, and three sample student recommendation letters to tarvinb@lancastercountryday.org.

Position Summary

Lancaster Country Day School College Counseling department seeks a full-time Assistant Director of College Counseling for the 2021-2022 school year. This is a 12-month position that reports to the Director of College Counseling. This person will work closely and in coordination with the Director of College Counseling to provide LCDS students and their families with information and assistance to navigate the college selection and application process, culminating in matriculation to a college with appropriate fit for social, emotional, and intellectual growth.

Qualifications:

- A bachelor's degree required and a master's degree or higher preferred.
- Five years of experience in a college admission office or a secondary school college counseling office is preferred.
- Excellent communication skills in speaking and writing.
- Superb interpersonal skills and the ability to work well with students, parents, and colleagues within and across disciplines.
- Understanding of the college search and application process, including knowledge about a wide range of schools.
- Natural orientation toward a team approach in an office of two counselors.
- Strong organizational skills.

Essential Duties and Responsibilities (other duties may be assigned):

- Serving as the primary college counselor to about 25-30 students and their families by:
 1. Meeting with junior students and their families in the winter to begin the search and selection process (includes developing a list of potential schools based on student interest, background, and profile; giving advice on standardized testing, building a portfolio, and writing

the common application essay; and supporting the planning of the whole process).

2. Reviewing applications and essays of seniors.
 3. Communicating with LCDS students and their families on matters related to the application and college search process.
 4. Empowering students to approach college interviews with confidence.
 5. Providing information and guidance on the financial aid process.
- Sustaining a highly-functional, two-member team orientation to the College Counseling program.
 - Developing programming and presenting to parents and families at informational sessions in coordination with the Director of College Counseling.
 - Meeting with the 90+ college representatives who visit the school and promoting the school with those individuals with the purpose of building strong connections with the institution.
 - Networking with college admission and financial aid personnel to provide accurate, up-to-date information for applicants and their families.
 - Traveling to college campuses, meeting with college and university admission counselors, and attending conferences as appropriate to ensure continuing professional growth.
 - Managing testing data for the College Counseling office and serving as testing coordinator for Pre-ACT, PSAT, and AP exams.
 - Serving as an academic advisor for 7-10 Upper School students.
 - Engaging proactively with faculty to both ensure optimal understanding of our students and to continually inform faculty of best practices in their own efforts to support students in the college application process.
 - Expanding and refining college counseling outreach to middle school students and families.
 - Working knowledge of Google applications and Cialfo (or equivalent database knowledge).
 - Maintaining professional competence through proactive engagement in ongoing professional development and growth activities.
 - Cooperating in school-wide supervision of students during out-of-classroom activities.
 - Desire to be part of building the larger school culture and community, particularly with regard to diversity, equity, and inclusion efforts.
 - Participating in faculty committees, meetings, and the sponsorship of student activities.