

## COLLEGE COUNSELOR

### Primary Objective

Providence Academy, a private, co-educational, Catholic college-preparatory school in Plymouth, Minnesota, seeks a talented, dynamic, and compassionate College Counselor to join a well-developed college counseling program. The candidate will work with the Director of College Counseling and Alumni Engagement to administer all aspects of the college search and admissions process. He or she must work with a caseload of students, write official school recommendations, and serve in various administrative roles. This position is relationship-driven, and candidates must be able to connect and build a strong rapport with students and families. This full-time salaried position enjoys a 12-month schedule of duties, effective July/August, 2021.

PA's college counseling program is rooted in the core belief that God has gifted each student with talents, interests, and aspirations, and that He has a unique plan and purpose for his or her life. The program aims to educate students (and their families) about college and the college search process with advice and perspective that leads to the selection of a best-fit college choice. The program also seeks to serve in an integral educational role that helps students grow in personal responsibility and initiative while building skills in self-reflection, self-advocacy, communication, and decision-making that are critical for emerging adulthood.

### Key Responsibilities

- Informing students, parents, and faculty about colleges, the college admissions process, trends, procedures, and entrance testing;
- Working closely with the Director of College Counseling to help shape programs, policies, and procedures;
- Advising and supporting students (and parents) through key milestones of the college process – building college lists, requesting supporting materials, and actively providing application assistance
- Hosting meetings with college admissions representatives;
- Be aware of issues and trends in college admission, higher education, and testing.
- Assisting in the administration of AP Exams and other standardized testing;
- Help with the coordination of College Counseling events, including College Day, parent and student workshops, coffee chats, awards days, and special events.
- Maintain membership in professional organizations, including state and national associations for college admission counseling
- Representing Providence Academy and its mission to all constituents with enthusiasm and both personal and professional integrity

### Qualifications

- A bachelor's degree, at minimum, with a master's degree preferred;
- 3-5 years of experience working in a private/independent school or college admissions office preferred
- Excellent written, verbal, public speaking, and interpersonal skills;
- Strong collaborative teamwork skills, high emotional intelligence and empathy, self-motivated, detail-oriented, and student-centered;
- Digital competence including familiarity with MS Office, Google Suite, Prezi, and related tools, as well as database management systems such as Naviance, Maia Learning, Cialfo, or SCOIR;
- Commit to exhibiting Providence Academy's value for our students to experience diversity that reflects the body of Christ and support the school's diversity vision that aims at unity in Christ

### Benefits

- Premium package including medical, life insurance and retirement program
- Funded professional development opportunities

### How to apply:

Please e-mail letter of inquiry and resume to [amanda.gregory@providenceacademy.org](mailto:amanda.gregory@providenceacademy.org).