

Part-Time College Office Coordinator

Pingree School is a dynamic and aspirational, independent, all-gender day school on the North Shore of Boston, located on a beautiful 100-acre campus in South Hamilton, where approximately 385 students in grades 9 through 12 solve problems, build community, and learn how to learn. Pingree School empowers every community member to pursue knowledge with courage and imagination, thrive in joy and challenge, and create a more just and equitable world. Committed to developing global citizens, Pingree actively seeks faculty, staff and students of character and intelligence from diverse social, ethnic, and socio-economic backgrounds.

Pingree seeks to hire a part-time College Office Coordinator beginning in August 2024. Under the supervision of the Director of College Counseling and Academic Planning, the College Office Coordinator maintains student records for the college counseling office; assists the college counselors in the performance of their duties; and executes all critical organizational aspects of the office. This person must be able to work with all constituencies (students, parents, faculty, staff, and college admissions representatives), have excellent communication skills, maintain high standards of confidentiality, and exercise appropriate professional judgment. This is a part-time, FLSA non-exempt position during the academic year, plus two additional weeks in August, reporting to the Director of College Counseling. It is an on-campus position.

Primary responsibilities include:

- Communicating with students and families about college counseling updates, items-of-note, and deadlines;
- Submitting school supporting materials for all college applications, including transfers, and managing student materials through the NCAA Eligibility Center.
- Coordinating with the registrar on the creation of transcripts for all students;
- Scheduling the visits of college representatives and assisting with planning, coordination, and oversight of all programs and events in support of Pingree's college counseling program;
- Proofreading and tracking college recommendations written by college counselors and faculty;
- Serving as System Administrator for web-based College Tracking Systems (eg., Naviance, SCOIR);
- Managing the administration of the PreACT and PSAT;
- Collecting and retrieving standardized test score reports and updating student profiles as necessary;
- Managing and modifying the college office calendar.

Position schedule and details:

- Expected hours are 8:00-12:00, Monday-Friday, with specific days and times confirmed upon hire;

- 10 month work calendar (academic year) with two additional weeks in August leading into the school year;
- Occasional evening and weekend work to support college office events (approximately three per year).

Education and Experience:

- Bachelor's degree;
- At least two years of administrative coordinator or related experience;
- Experience working with high school students and families is preferred;
- Strong organizational and time management skills;
- Experience with Google suite, Excel, Adobe, Naviance and SCOIR preferred;
- Attention to detail and strong writing ability;
- Excellent communication and interpersonal skills;
- Ability to work in a team environment.

To apply for this position, please submit a cover letter, resume, and contact information for two professional references to Laura Ogden, Director of Human Resources and General Counsel, at logden@pingree.org.

Pingree School is proud to be an equal opportunity employer. Pingree does not discriminate against applicants or employees on the basis of race, sex, pregnancy or pregnancy-related condition, color, religion, national origin, age, ancestry, sexual orientation, disability, gender identity or expression, veteran or active military status, genetics, natural or protective hairstyle, or any other category protected by state, federal or local law.