

## College Counselor

The Pingree School community is dedicated to academic excellence and the development of high personal standards. Pingree believes that a love of learning flourishes best in a diverse community that respects truth, curiosity, creativity, humor, and independent and imaginative thinking. Committed to developing global citizens, Pingree actively seeks faculty and students of character and intelligence from diverse social, ethnic, and socio-economic backgrounds.

Pingree School seeks a dynamic, student-centered and experienced educator for a full-time college counselor position to begin in the 2021-2022 academic year. The counselor will work with students in grades 9-12 in age-appropriate ways to introduce them to the college admission process. The counselor will be assigned to work with approximately 40 students each year. This is an opportunity to join a dynamic college counseling team that consists of counselors who are dedicated to working with students in and out of the college counseling role and to developing positive mentoring relationships with students, their families, and college professionals across the globe. We seek candidates with a demonstrated commitment to diversity, equity, and anti-racism. This is a ten-month position with two weeks of collaborative work in the summer.

### POSITION RESPONSIBILITIES

- Counsel, mentor, and support a group of students, and their families throughout the college process through the lens of the Pingree mission.
- Compile a working list of colleges, as well as supervise the writing and editing of college essays, and the writing of individualized recommendation letters for each counselee.
- Educate the students, families, and faculty about the college process; trends in admissions, both nationally and internationally; and the importance of fit in the college search.
- Be aware of and educate students about what makes college applications stand out and educate teachers about what makes strong recommendation letters.
- Provide academic advising and counsel to students as they progress through Pingree's curriculum.
- Act as a liaison between the college office and the athletics department.
- Visit college and university campuses to expand our school's understanding of different schools and to foster strong relationships with college admission colleagues.
- Be aware of and work with the other college counselors in researching, collecting, and disseminating the most up-to-date information regarding the college process.
- Assist in organizing engaging college-related programs such as the Junior Workshop, Junior College Night, Senior College Night, Arts in the Admissions process, Athletics in the Admissions Process event, and other needs that arise.
- Assist in developing a program tailored to first-generation, under-represented groups and high need students.

- Actively participate in regional, state, national and international professional organizations such as BISCCA, ACCIS, NEACAC and NACAC.
- Adhere to professional and ethical guidelines in accordance with the American Counseling Association and the American School Counseling Association as well as NACAC.

## **REQUIRED EXPERIENCE/SKILLS**

- Bachelor's degree in a related field.
- Experience working in college admissions, college counseling, and/or a secondary school setting.
- Experience working with Naviance, Excel, Google Suite for Education, and Veracross.
- Extensive experience working with adolescents.
- A demonstrated commitment to diversity, equity, and inclusion and actively promoting anti-racism in education.
- Excellent written, oral, interpersonal, and organization skills.
- The ability to work effectively within a school community with others such as teachers, administrators, parents, and families.
- Values including teamwork, sense of humor, flexibility, attention to details, accountability, and a positive attitude.

Pingree School is proud to be an Equal Opportunity Employer. The school does not discriminate against applicants or employees on the basis of their 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 or any other category protected by state, federal or local law.

To apply, please send 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](mailto:logden@pingree.org).