



Director of College Counseling

Applications Accepted Starting 10/9/2023

Application Review Starting 10/23/2023

The Director of College Counseling provides leadership, information, and individualized support to MHS students and their families to prepare them for and to help them navigate their post-secondary educational choices, mentoring students to transition confidently from high school and seek a purposeful life in college and beyond. The Miss Hall's College Counseling program embodies the School's mission, core values, and competencies, particularly in areas of honor, growth, and using voice to communicate boldly, effectively, and authentically.

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

Major Duties & Responsibilities:

- Serve as a personal college counselor for 30-50 students and families (from the middle of junior year through the end of senior year) to educate them on all aspects of the college search, selection, and application process
- Review and develop the MHS College Counseling curriculum and schedule, and teach college counseling classes to juniors
- Oversee the generation of transcripts and teacher recommendations, and advise faculty who serve as college essay writing coaches
- Advocate for, organize, lead, and encourage college tour opportunities on weekdays and weekends through coordination with Student Life and the Dean of Teaching and Learning
- Apply a lens of diversity, equity, and inclusion to the college counseling process, including keeping current with knowledge of postsecondary opportunities for students of color, such as Historically Black Colleges and Universities and Hispanic-Serving Institutions
- In collaboration with the Registrar, oversee the coordination and execution of AP, PSAT, SAT, ACT, and TOEFL standardized testing for all students, as well as an annual test prep course for the 11th grade
- Maintain and regularly evaluate technological supports related to the college search and application process (SCOIR, Common App, College Kickstart, etc.) and demonstrate proficiency in their use
- Commit to Professional Development, including attending conferences and college visits and keeping up with major organizations in the college process such as College Board, ACT, NACAC, etc.

Qualifications:

- Bachelor's degree required; advanced degree preferred
- Flexibility with time and travel related to the demands of the job that occur outside the regular school hours
- Exceptional writing, presentation, and communication skills
- Ability to read, comprehend, follow, and give oral and written instructions
- Familiarity with and capable of competently utilizing a variety of technology, software, and data systems
- At least 5 years' experience in some combination of the following:
 - Student advising, teaching, and/or college counseling at the secondary school level, preferably in independent schools
 - Experience working in selective college admissions, financial aid, or a college-preparatory, community-based organization or nonprofit
- Work in an environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

Salary benchmarked with NAIS medians and commensurate with experience