

Eli E. Clarke

Work History

Commonwealth Academy, Alexandria, VA

08/2019 – current

Director of College Counseling

- Oversee all aspects connected to the college counseling department.
 - Manage a staff of 3 college counselors and one administrative assistant.
 - Direct all new/existing initiatives to enhance department's presence.
 - Create/develop weekly college visit/scholarship newsletters
- Mentor all juniors and seniors on all college-related issues.
- Meet with families to discuss admissions, scholarships, and financial aid concerns.
- Work with Director of Student Support Services on student's learning accommodations
- Coordinate with Senior Seminar teacher on college admissions preparation lessons
- Coordinate all parent and student information nights to discuss admissions and financial aid topics.
 - College Admissions panel.
 - Financial Aid Night program.
 - Separate informational evening programs for juniors/seniors and parents.
 - Senior Parent College Transition program.
 - GAP Year Informational Session.
- Serve as the ACT Test Center Supervisor for students with school-based accommodations

Gonzaga College High School, Washington, DC

06/2008 – 12/2018

Director of College Counseling

- Oversee all aspects and personnel within the college counseling department.
 - Manage a staff of 3 college counselors and one administrative assistant.
 - Direct all new/existing initiatives to enhance department's presence.
 - Contribute perspective/expertise as part of school's Academic Council.
 - Create/develop all College Counseling Board and Headmaster reports.
- Perform personal counseling with rising/existing seniors on all college/personal issues.
- Meet with families to discuss admissions, scholarship, and financial aid concerns.
- Coordinate all parent and student information nights to discuss admissions and financial aid topics.
 - College Admissions panel.
 - Financial Aid Night program.
 - Informational evening program for juniors and parents.
 - Senior Parent College Transition program.
 - Senior College Day program
- Develop website design/handouts for all students/family college counseling needs.
- Serve as the primary college/outside program scholarship coordinator for Gonzaga.
- Serve as SAT and ACT Test Center Supervisor for Gonzaga and other assigned students.

Associate Director of College Counseling/Senior Counselor

08/2000 – 06/2008

- Conduct personal counseling with rising/existing seniors on all college/personal issues.
- Meet with families to discuss admissions, scholarship, and financial aid concerns.
- Co-coordinate all parent and student information nights to discuss admissions and financial aid topics.

Commonwealth Academy, Alexandria, VA

Guidance Counseling Intern

09/2004 – 05/2005

College Consultant**09/2010 – 06/2012**

- Perform therapeutic counseling with students on various issues.
- Assist with group therapy/team building activities with middle school students.
- Attend meetings with faculty, staff, and the administration regarding issues involving students, families, and administrative policies.
- Develop the “College Success Program” for rising graduates of the school.
- Assist each senior class with their own individual college process.

Student Horizons, Inc., Bethesda, MD**06/2002 – 08/2004****Project Coordinator, College Counseling Consultant**

- Write monthly articles regarding college and admissions issues for www.collegesofdistinction.com and www.collegestudentathletes.com.
- Collaboration with College Administrators for projects relating to websites.
- Collaboration with other College Counselors regarding projects/articles.

Loyola University New Orleans, New Orleans, LA**06/1996 – 06/2000****Associate Director of Admissions, Regional Office of Admissions, Atlanta, GA**

- Directly supervise five staff members and one student worker.
- Oversee all aspects of the Regional Office of Admissions in Atlanta, GA.
- Supervise and coordinate faculty recruitment trips and follow-up activities.
- Coordinate all alumni and parent recruitment activities (i.e. college fair representation and phone call and letter writing campaigns).
- Directly supervise all recruitment activities in assigned territories: California, Oregon, Washington, District of Columbia, Maryland, Virginia, Georgia, Alabama, Tennessee, and South Carolina.

Assistant Director of Admissions**06/1995 – 06/1996**

- Directly supervise and coordinate the University Orientation Program.
- Coordinate the Early Scholars/Early Artists Program that allows high school students to take college courses.
- Coordinate the Summer Bridge Program that involves enrolled students taking courses over the summer.

Senior Admissions Counselor**06/1992 – 06/1995**

- Assist in the oversight of the processes and procedures for the Office of Admissions, specifically in recruitment and management of applicant files.

Related Professional Experience/Recognitions

- Member, Counselor Advisory Board, College Funding Coach, current
- Recipient, 2020 Counselors That Change Lives award, sponsored by Colleges that Change Lives, June 2020
- Member, High School Advisory Board, Loyola University Maryland, 2018-2019
- Potomac and Chesapeake Association of College Admissions Counseling
 - Membership Chair, 2013 - 2018
 - Delegate, 2015 – 2018
 - Summer Institute Faculty, 2016-2023
 - Summer Institute Co-Chair, 2023-current
- Member, High School Advisory Board, University of Georgia, 2015 – 2016
- Gonzaga College High School Five Year Service Award, 2005, Ten Year Award, 2010, Fifteen Year Award, 2015
- Member, High School Advisory Board, Miami University in Ohio, 2008 – 2009

- Member, High School Advisory Board, Georgia Institute of Technology, 2006 - 2007
- Past President of the Jesuit High School College Counseling Association, 2005 – 2006
- Social Work Student Representative for the National Catholic School of Social Service Field Advisory Board, 2004 - 2005
- Member, NACAC Ad-Hoc Committee, Reimagining the NACAC-Affiliate Partnership, 2021-22
- Faculty Member and Director for the Dry Run Workshop for New Admissions Counselors Sponsored by the Southern Association of College Admissions Counseling, 1996 – 2001
- Presenter/Panelist at National Conferences, Regional Conferences and Various Colleges/Universities
- Featured/Quoted in Various Articles, *Newsweek*, *The Washington Post*, *The Chronicle of Higher Education*, and *National Public Radio*

Technical Skills

- Proficient the use of Microsoft Office Suite and Adobe Computer Programs
- Knowledge of Sequitor and Blackbaud Admissions/School Computer Systems.
- Knowledge of Sycamore Educational System
- Knowledge of Naviance College Counseling Software.
- Knowledge of College Board/ACT Testing programs.

Education

Bachelor of Arts , Loyola University New Orleans, New Orleans, LA Major: Communications; Minor: English Literature - Dean's List 1991, 1992	05/1992
Masters in Social Work , Catholic University of America, Washington, DC	05/2007
Workshop on College Admissions , Rice University, Houston, TX Sponsored by the Texas Association of College Admission Counseling	08/1992
Admissions Middle Management Institute , New Orleans, LA Sponsored by the National Association of College Admission Counseling	07/1995
Secondary School Counselors Institute Workshop , Washington DC Sponsored by the National Association of College Admission Counseling	10/2000
Harvard Institute on College Admissions Workshop , Boston MA Co-sponsored by Harvard University and the College Board	06/2012

References Available Upon Request