

# NANSEMOND - SUFFOLK ACADEMY

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<b>POSITION TITLE:</b>	<b>Associate Director of College Counseling</b>
<b>DEPARTMENT:</b>	Office of College Counseling
<b>REPORTS TO:</b>	Head of Upper School and Director of College Counseling
<b>FLSA:</b>	Exempt
<b>TERM:</b>	10 months (plus 10 additional days during the summer months)

## **Job Summary:**

Nansemond-Suffolk Academy is seeking an experienced professional to work closely with the Director of College Counseling and be a dynamic part of the college counseling team. The Associate Director of College Counseling position requires a person who enjoys working with adolescents and families and has the ability to communicate well. This person should be highly organized to attend to essential details while keeping excitement and joy in the process of college counseling. The Associate Director of College Counseling will report to the Director of College Counseling as well as the Head of the Upper School.

## **Duties and Responsibilities:**

- Counsel approximately 40 students each year through all phases of the college application process. This involves getting to know students in a highly personalized way to learn about their interests, abilities, talents, needs, and ambitions in connection with their college search.
- Discovering and collecting information about the student relating to academics, athletics, extracurricular activities, and social life as background for the official school college recommendation prepared by the College Counseling office. Writing letters of recommendation for all counselees.
- Represent Nansemond-Suffolk Academy to college admissions offices. Responsibilities will include maintaining close contact with admission personnel in various colleges, visiting college campuses each year, attending college counseling workshops, hosting college admissions officers on the NSA campus, and working with the College Counseling staff to update and maintain the office web pages and Naviance.
- Collaborate with the Director of College Counseling to maintain a communication flow for students, parents, and faculty. Help to write and edit College Counseling emails, newsletters, and website postings.
- Assist the Director of College Counseling with planning and presenting college counseling events for students and families to introduce them to and update them on the college counseling process at Nansemond-Suffolk Academy. Create new ideas and methods to reach our students to help them during this process.

**Required Skills:**

Requires excellent interpersonal and communication (both oral and written) skills. Must be computer literate with word processing skills, spreadsheet experience, and web-based tools. Requires a broad knowledge of policy and procedures regarding college-recruiting programs. Involves independent decision-making and professional judgment. Must be detail oriented, organized, have an interest in ongoing improvement and problem solving and the ability to multi-task and meet deadlines while handling moderate to heavy pressure from a variety of constituents including, but not limited to, students, parents, faculty, and staff. Must embrace the School's mission and culture.

**Required Education/Background:**

A bachelor's degree in college counseling or related field is required. Candidates should have substantial experience in either college admission or secondary school college counseling. Demonstrated experience with Google Educational Apps, Blackbaud, NetClassroom and FA Web (preferred, but not required).

Interested qualified applicants shall submit a cover letter, resume and references to Amy Morrell, Chief of Staff, at [amorrell@nsacademy.org](mailto:amorrell@nsacademy.org) for consideration. Deadline to apply for this position is Friday, May 30, 2014.

*The mission of the school is to provide an academically rigorous college preparatory education in an atmosphere fostering moral character, respect, responsibility and compassion. With a commitment to honor above all, the school seeks to develop and inspire leaders who value diversity, creativity, scholastic excellence and community service.*