

MARKS EDUCATION
COLLEGE/EDUCATIONAL COUNSELOR
Job Description

Marks Education (www.markseducation.com) seeks a full-time counselor to work as part of a team offering college and educational counseling to students preparing for pre-high school, high school, college transfer, and graduate admissions.

Marks Education works with students and families from around the country and the world, via in-person meetings, telephone, Skype, and e-mail. We work with students and parents to promote informed, strategic thinking, to identify and make the most of all available options and opportunities, and to strike the right balance between optimistic and realistic choices in the search for a best fit. Full details about our team and approach at www.markseducation.com.

Responsibilities:

- Guide and support students and parents through each stage of the college search and application process, including academic and extracurricular planning
- Perform research and stay abreast of admissions-related issues and trends
- Liaise with tutoring and test prep division in development of testing and academic support plans
- Provide pro bono services, as needed, to Collegiate Directions, Inc. (www.collegiatedirections.org), a not-for-profit program whose mission is to identify and support gifted, low-income, first-generation-to-college students and to help them to plan for, apply to, attend, and graduate from a selective, four-year college
- Other counseling-related duties, as assigned

Qualifications:

- B.A./B.S, or advanced degree, with a strong academic record
- 3-5 years of selective college/graduate admissions or high school counseling experience
- Excellent verbal and written communication skills
- Willingness both to take the initiative and work with a dynamic team
- Knowledge of local area high schools a plus
- Strong organizational skills, with keen attention to detail

Salary is commensurate with experience, plus generous benefits. Start date is March 2016.

Applicants should e-mail a cover letter and résumé to Shivani K. Sutton at jobs@markseducation.com. References should be available upon request.

About Marks Education: Marks Education provides strategic, tailored counseling, tutoring, and test prep services to individuals, high schools, and school districts for high school, college, and graduate school admissions. Our offices are located in Bethesda, Maryland and McLean, Virginia and we work with students and families throughout the U.S. and the world. The team at Marks Education

deeply believes in the following values: Dedication to every student's needs, to finding unique educational opportunities that fit his or her interests, goals, and strengths; care for all clients, offering them tailored support, knowing that the admission process can be confusing and stressful; commitment to understanding current trends; and excellence in strategic thinking, finding the best academic and personal fit for each student.