Title: College Counselor
Department: College Counseling Office
Reports to: Dean of College Counseling and Academic Support Services

Tradition

Founded in 1789, Georgetown Preparatory School is a Jesuit, Catholic college preparatory day and boarding school for young men in North Bethesda, Maryland. Georgetown Prep's commitment to the 450 year-old Ignatian paradigm of a rigorous liberal arts curriculum emphasizes reflection, discernment, scholarly and programmatic excellence and personal responsibility. The curriculum exposes students to a breadth of knowledge and calls for critical evaluation and self-examination. Students are taught in small classes where they participate in active discussion with teachers and an atmosphere of genuine concern for the personal growth of the individual is fostered.

Summary of Position Purpose

Georgetown Preparatory School announces the position of College Counselor. The counselor will be an integral part of the College Counseling Office whose mission and purpose is to work closely with students and parents throughout the college selection and application process. The College Counseling Office helps students identify and apply to colleges that will meet their needs while helping students make informed decisions that will prepare them for success. Students are encouraged to select a college where they will be happy and appropriately challenged.

Georgetown Prep is placing a priority on team-oriented candidates who are available to begin exercising responsibilities in the latter half of August 2017. Caseload management requires the careful solidification of individualized college lists as well as granting assistance to meeting deadlines and helping the students to polish essays and resumes. The candidate should be willing and able to grow within the profession through personal visits to college and universities as well as through direct communication with admissions officers.

Given that Georgetown Prep is both a boarding and day school, interested candidates should possess the interpersonal skills to work with domestic and international students. The ability to communicate effectively with parents during college planning and class meetings is also an essential factor.

Qualifications and Requirements:

- Bachelor's degree from an accredited college or university;
- Minimum of three (3) years of experience as a college admission representative or a high school counselor;

- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment;
- Command of the full range of the application process;
- An understanding about the role of standardized testing;
- A skill set to work within an established, comprehensive program that transitions students to post-secondary educational placements;
- Solid knowledge base about academic programs that span the curriculum at colleges and universities is considered a major component of the position;
- High professional and ethical standards for handling confidential information;
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines;
- Ability to work with students, as well as volunteers of all ages;
- Availability to work evenings and weekends as warranted.
- Proficient in Microsoft Office Suite to create complex spreadsheets, documents, and databases.

Applicants should e-mail cover letter and resume to georgetownprep@gprep.org.

No telephone inquiries.