



## **Assistant/Associate Director of College Counseling**

When passion and impact come together, an institution becomes more than a place to work. As many of our teachers and staff will tell you, Flint Hill is a place where they are challenged and inspired, and yet it still feels like home.

At Flint Hill, we believe in redefining what educational excellence looks like. Always curious, every day, we ask questions like, “Imagine if?” and “What’s possible?” And we encourage our students to do the same.

Our teachers’ expertise and commitment to innovative teaching are complemented by a personal approach that emphasizes respect and communication.

With our rigorous academic program and extracurricular opportunities, Flint Hill students can do it all. We inspire our students to reach their greatest potential while maintaining balance and wellbeing. Our Upper School, grades 9-12, academic program is both challenging and supportive — allowing all students to be successful. We cultivate deep learning and encourage students to pursue all of their interests. We believe that learning led by curiosity inspires students to develop passion and purpose. Always innovating to set new standards of excellence, we don’t let resources or schedules limit our students’ experience. Our culture of support and inclusion allows students to feel welcome and connected from day one — whether they’re a lifer or transferring from another school. Preparing for college, our four full-time college counselors focus on truly getting to know students and guiding them to “right-fit” schools. Students graduate as confident self-advocates with the skills and maturity to excel in college and blaze their own trail in life.

The Assistant Director of College Counseling supports the experience of Flint Hill students and faculty and embraces [the mission, vision, and core values of the school](#), [the Flint Hill Statement of Institutional Equity and Inclusion](#) and [the Portrait of the Flint Hill Student](#).

The Assistant Director of College Counseling reports to the Director of College Counseling and is a twelve month staff position.

### **Major Duties and Responsibilities:**

- Meet with and support 35-40 students and families throughout their college search, application and decision-making process
- Support the School’s efforts to build and maintain an equitable and inclusive community
- Prepare the School’s official letter of recommendation for assigned students
- Provide prompt and informative responses to student and parent requests via email and/or phone calls
- Review and provide feedback to students about their applications and essays, taking into account the idiosyncrasies of individual schools, the student’s needs and experiences, and the current admission landscape

- Assist in designing and implementing office programs - both school day and evening - for students and parents
- Assist in administering on-campus standardized testing, such as the PSAT, PreACT and AP exams
- Travel to college campuses as part of college-sponsored counselor programs or individually
- Participate in professional development through membership in ACCIS, PCACAC, NACAC and WAIS (Washington Area Independent Schools)
- Other duties as assigned, including some administrative tasks such as processing mailings and contributing to the life of the school community, etc.

**Competencies and Skills:**

- Comprehensive knowledge of the college application process and the ability to interpret nuanced situations to aid families in decision-making and support students as they create their application with an authentic and distinctive voice
- A growth mindset and comfort with change
- Strong communication skills to build and maintain relationships with a diverse community of students, parents and colleagues at Flint Hill and the broader field of college admissions
- The ability to write convincing and engaging narratives to support our students in their college application process
- Effective organizational, time and stress management skills are essential for this fast-paced, deadline-driven position
- Autonomy and independence with a collaborative spirit will work well in this close-knit office
- Attention to detail

**Preferred Qualifications:**

An undergraduate degree and a minimum of 4 years of experience in college admissions and/or college counseling; an advanced degree is preferred.

Experience using leading technologies such as Google Suite and Apple applications and products, SCOIR college counseling platform.

**How to Apply:**

You may access the application for this position [here](#).