

Associate Director of College and Academic Advising
Pine Crest School
Fort Lauderdale, Florida

Pine Crest School seeks to add an Associate Director of College and Academic Advising to our office. The Associate Director assists the Office of College and Academic Advising as they work with students on all aspects of academic advising as well as the college search and application process, offering support and managing realistic expectations for students and their families; assists students with their college applications by providing comprehensive workshops on all major application platforms as well as offering final application review before submission; assists students with creating their personal statement and supplemental essays; and keeps students and families informed about the ever-changing landscape of the college admission process.

Personal Characteristics

- Rises to meet emerging challenges and opportunities through effective collaboration, intentional technological integrations, strong communication skills and adaptability
- Demonstrates a commitment to a culture of belonging through continuous development and modeling inclusive behaviors
- Makes effective use of technology, and possesses appropriate software and computer skills, applicable to position
- Demonstrates the ability to work independently and establishes and maintains cooperative and effective working relationships with others both internally and externally
- Maintains strictest confidentiality and professionalism with privileged information
- Maintains a high regard for personal safety and for the safety of school students, employees, and assets
- Exhibits the ability to work on multiple projects/responsibilities with minimal supervision and meet/exceed deadlines; performs multifaceted projects in conjunction with day-to-day activities
- Demonstrates analytical skills, logical thought processes, and strong problem-solving skills
- Demonstrates well-developed administrative skills
- Displays the ability to compose accurate and effective correspondence with proficiency in grammar and punctuation
- Possesses excellent communication and interpersonal skills to be able to communicate effectively
- Possesses strong organization skills and exhibits extreme attention to detail

Essential Job Functions

- Supports the School's mission statement and the philosophy of the department and adheres to School policies and procedures, including but not limited to what is outlined in the Employee Handbook
- Maintains relationships with third party technology vendors such as MaiaLearning, College Kickstart, and any other platforms used as part of the college search and application process
- Travels nationally to attend conferences and visit colleges and universities
- Devises, implements and plans college counseling events and programs for students and families
- Builds and foster relationships with admission officers across the country
- Has extensive knowledge of colleges, their academic programs, admission policies, and financial aid policies and procedures
- Has awareness of issues and trends in college admission, higher education, and testing, as well as a professional interest in keeping up-to-date about specific colleges and maintaining membership in professional organizations
- Performs other duties and responsibilities as assigned by the Department Supervisor or their designee

Job Qualifications

- Education: Bachelor's degree required
- Experience and Qualifications: Minimum 5 years experience working in college counseling, preferably at an independent school

Working Conditions

- Work performed primarily in an office setting (prolonged periods of sitting)
- Intermittent physical activity including walking, standing, kneeling, bending, reaching and lifting up to 25 lbs.
- May be subject to working hours during, before, and after the regular school day
- Occasional travel may be required (e.g., between campuses)

Interested candidates should submit a cover letter and resume to Jeff Shea, Senior Associate Director of College and Academic Advising. Please send materials to collegecounseling@pinecrest.edu.