



SALESIANUM SCHOOL

Institution: Salesianum School

Location: Wilmington, DE

Position: College Counselor

Link to Apply: dbrown@salesianum.org

Salesianum School is seeking a 12-month College Counselor who reports directly to the Director of Guidance. They will be one of three counselors responsible for administering aspects of programming related to Junior and Senior years.

The successful candidate will have experience within college admissions and/or college counseling, expertise on the college process, and/or a demonstrated ability to help students and families through the college process.

General responsibilities include but are not limited to the following:

- Advise and guide students and parents through the college process.
- Providing programming to address students' academic and personal growth.
- Build sound relationships with students and families to make sure the college process is seamless.
- Assist students with selecting appropriate courses for their Junior and Senior years.
- Write letters of recommendation.
- Assist with submitting supporting documents to colleges and universities.
- Assist with the Financial Aid Process.
- Ability to teach a Junior Advisory Course.
- Build relationships with college admission representatives who visit Salesianum.
- Visit different colleges and universities to better assist students with the right
- Administer standardized and AP tests to students as needed.
- Participate in events outside of the regular work schedule (Orientation, Open House, Conferences, Guidance Nights).
- Other duties as assigned.

If interested, please submit your resume and cover letter to Deneen Brown, Director of Guidance, at dbrown@salesianum.org.