



JOB OPENING

College Counselor

Position Overview:

The College Counselor works with administration, faculty, staff, parents, students, and college representatives to assist in meeting the goals of Mullen High School. Utilizing leadership, advocacy, and collaboration, the College Counselor will promote student success, provide and respond to identified student needs by supporting a comprehensive College Counseling program that addresses all aspects of college admissions.

Essential Job Functions:

- Advising students regarding all aspects of college admissions: the college search, college application process, standardized testing strategy, scholarship search, athletic recruitment, and financial aid
- Conducting individual, family, and group meetings on all aspects of college counseling
- Responding effectively to the needs of a diverse population with a variety of post-secondary aspirations
- Writing letters of recommendation for colleges, summer programs, scholarships
- Remaining current with knowledge of colleges and their academic programs, admission policies and procedures, and financial aid/scholarship policies and procedures
- Assisting in developing and maintaining a written curriculum for effective delivery of the college counseling program and school data
- Measuring results of the comprehensive Mullen college counseling program activities and sharing results as appropriate with relevant stakeholders
- Conducting a yearly program audit to review extent of program implementation and effectiveness
- Collecting and analyzing data in Naviance to guide college program direction and emphasis
- Staying knowledgeable and assisting in academic course selection to align with college and post-secondary aspirations

Qualifications:

- Master's Degree required in counseling or equivalent is required
- Experience in high school college counseling and/or college admissions preferred
- Experience with Naviance and Blackbaud software a plus
- Excellent interpersonal and communication skills and the ability to work well with people of all ages
- Effective written communication skills and computer skills, including word processing and social media tools and the ability to solve problems while working under stress
- Strong organizational and administrative abilities, time management, attention to detail
- Enthusiastic, charismatic, creative; possessing strong leadership skills and individual initiative
- Willingness to work some evenings and weekends

Application Deadline: April 1, 2017

Submit cover letter, resume, and three references to Hr@mullenhigh.com

See Mullen High School website for additional job requirements