Assistant Director of College Counseling

Summary:
The Assistant Director of College Counseling supports the Director of College Counseling in implementing and advancing Brentwood Academy's college counseling program. This position works closely with upper school students and their families to guide them through the college search, selection, and application process while providing individualized counseling, educational resources, and programming. The Assistant Director collaborates in developing and executing initiatives that promote college readiness, expand college and university relationships, and support successful postsecondary outcomes for all students. This role requires a strong understanding of the college admission landscape, excellent organizational and communication skills, and a commitment to supporting students and families in alignment with Brentwood Academy's mission.

Responsibilities:

- Guiding upper school students and their families through the college search process, writing letters of recommendation, coordinating educational workshops and programs, and other duties as presented.
- Assisting the Director in fulfilling the projects and meeting the goals of the College Counseling Office which includes but are not limited to:
  a. Actively engaging all upper school students and parents in the course selection, college search and application process
  b. Achieving 100% admission for all seniors to a 4-year college or university
  c. Hosting college representatives at Brentwood Academy
  d. Researching and advertising outside scholarship opportunities
  e. Planning our annual college fair event
  f. Helping coordinate our College Advisory Board programming
- Staying current with college admission practices and trends both nationally and at specific institutions is imperative, and professional development opportunities are available and encouraged.
- Other duties as assigned

Qualifications/Experience:

- Bachelor's degree is required
- Experience in college counseling and/or selective admission office

- Strong organizational, interpersonal, and written communication skills
- Ability and interest to work in a highly active and collaborative team environment necessary
- Ability to remain organized, to multi-task, and to manage multiple projects in accordance with deadlines.
- Meeting and event management experience
- Computer literacy with strong Word, Excel and database experience and a willingness to learn new software is necessary.
- Knowledge of and experience with the CRM Scoir is preferred but not required.
- Affirm the Brentwood Academy Statement of Faith

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in an office environment. The employee must be able to sit for extended periods while using a computer and keyboard and have sufficient mobility to move throughout the campus, including climbing stairs.

Characteristics of A Brentwood Academy Employee:
Brentwood Academy faculty and staff members are passionate learners and leaders. We exemplify Christ, see each student as unique and valuable, and intentionally occupy the intersection of our subject matter and how God has made us – body, mind, and spirit. Brentwood Academy implements well-planned student learning through a biblical worldview by employing a wide variety of instructional activities in response to students' varying needs and interests. We provide a rigorous curriculum and foster a deeply supportive academic environment for students to grow through developmentally appropriate learning experiences.