

# Wesleyan School



## Assistant Director of College Advising

*The Assistant Director of College Advising reports to the Director of College Advising and works with the College Advising team to develop a comprehensive college advising process for 9<sup>th</sup>-12<sup>th</sup> grade students. The College Advising team supports the graduating class of approximately 130 students and prepares the underclassmen for the college process.*

### RESPONSIBILITIES

- ❖ Maintain a caseload of students in grades 11 and 12 through graduation. Specific tasks include holding conferences with students and families, writing letters of recommendation for each student, sending supporting documents to colleges and scholarship organizations, and maintaining an open-door for questions which arise during the application process.
- ❖ Proactively build relationships with college admissions personnel at the top fifteen schools Wesleyan students attend to advocate for Wesleyan and its students. Effectively communicate the attributes of a successful Wesleyan applicant to those schools to students and parents
- ❖ Collaborate with the members of the college advising team to develop and implement college advising programs for students in grades 9 through 12
- ❖ Collaborate with members of the college advising team to offer programming for high school parents
- ❖ Stay current with admission trends by reading, as well as attending college counselor breakfasts, evening presentations, campus visitations, and campus tours
- ❖ Maintain membership in professional organizations
- ❖ Attend NACAC, SACAC and AAAS conferences and meetings to promote networking within professional organizations
- ❖ Keep the Director of College Advising informed about students' academic status and the status of admission applications
- ❖ Attend Grade Chair meetings
- ❖ Mentor an advisory group of high school students
- ❖ Teach two classes as designated by High School Principal and Assistant Headmaster for Academic Affairs

### QUALIFICATIONS

- ❖ At least five years' experience working in selective college admissions
- ❖ Master's degree preferable
- ❖ Excellent written and oral communication skills
- ❖ Strong organizational skills
- ❖ Strong interpersonal skills
- ❖ A team player who enjoys working in a fast-paced, rigorous independent school setting