



The mission of Marianapolis Preparatory School is to educate students in the Catholic tradition of academic excellence with a commitment to an active faith in God and a dedication to building character with content, compassion, and integrity.

Assistant Director of College Placement Position:

Marianapolis Preparatory School seeks a motivated, energetic and supportive education professional, preferably with a minimum of three to five years of experience in an independent school setting, to work part-time in the College Placement Office. Qualified candidates should have an interest in, and a willingness to support Marianapolis students as they identify and develop their individual academic and personal passions and strengths. Guiding students through these steps of self-exploration and maturation will ultimately help shape their post-secondary studies and future careers. Marianapolis College Counselors strive to work in close partnership with our young men and women, in concert with their parents, to convey information about the current landscape and admission trends happening in higher education and college / university admission practices. College Counselors play a vital role in helping families to understand the nuances of the college search and selection process, and what investments of time and resources may be necessary to ensure a successful outcome. The Assistant Director will work in close collaboration with the Director of College Placement and other colleagues to ensure every student's social, emotional and educational needs are being met.

The Assistant Director of College Placement is a part-time, 12-month position primarily responsible for:

- providing college and university counseling as well as academic advising to a small cohort of students, both international and domestic, in grades 11 and 12. Based on the incumbent's skill set, a focus on the athletic recruiting process for the assigned cohort may play a significant role in this position.
- oversight of the career exploration "Lunch & Learn" program including all communication with parent and alumni volunteers
- coordination and administration of the PSAT testing program twice each academic year for students in grades 9-11

The Assistant Director will report to the Director of College Placement and is a member of the Academic team.

Competencies and Experience Requirements:

- A minimum of a bachelor's degree from an accredited college or university is required; an advanced degree in Education, School Counseling or a related field is beneficial.

- A healthy balance of empathy, humility, and humor is required for this position
- Strong interpersonal skills and ability to build positive relationships required
- Exemplary oral and written communication skills required
- Strong critical and analytical thinking as well as creative problem-solving abilities are highly beneficial
- Solid organizational and time management skills and strong attention to detail is critically important
- Strong research skills and a proven commitment to on-going professional development
- Ability to manage priorities and work/life commitments with adaptability, flexibility and resilience
- Ability to conduct delicate conversations with honesty, tact, and a positive perspective
- Strong professional demeanor and ability to represent Marianapolis ethically
- Strong understanding of young adult development as well as social/emotional needs
- A proven commitment to students and their families
- A valid driver's license; occasional overnight travel may be necessary
- Comfort working with various types of technology. Knowledge and experience using various tools and platforms such as Blackbaud, MS Office Suite (especially MS Word and Excel), and the internet will be essential.

Preference will be given to candidates who:

- Have excellent oral and written communication skills
- Take an active interest in engaging with 21st century learning communities
- Desire to develop professionally in new and diverse ways
- Can successfully balance the normal demands of a wide range of responsibilities in a fast-paced and ever-changing work environment
- Have experience using innovative approaches and creative strategies, including the effective use of technology, to enhance student confidence and interest in the next phase of their education
- Enjoy working with adolescents and work well in a student-centered environment, understanding each student has a different learning style and functions at a different pace.
- Are an engaged team player with strong collaboration skills and sense of humor

Other Professional Responsibilities and Expectations:

- Collaborate with the Director of College Placement to deliver occasional group counseling sessions or information sessions to students and parents at various points in the process
- Participate in the planning and execution of key college-related events such as the College Representative visits, Annual College Fair, Financial Aid Nights, Guest Speaker Panels, etc.

- Support all students in any class and their social, emotional and career aspirations as needed
- Meet individually with assigned students and parents to
 - Discuss the student's academic and personal strengths as well as educational and career interests &/or aspirations
 - Collaborate in the identification and construction of a list of potential and realistic post-secondary college / university options for designated counselees
 - Provide comprehensive training to counselees and parents on the use of SCOIR and its features, including but not limited to understanding its institutional research capabilities, self-reflection surveys, assigned "tasks", and the use of other features included within the platform
- Work closely with assigned counselees as they prepare their post-secondary applications
- Craft comprehensive letters of recommendation in support of counselee applications to US and foreign colleges and universities in compliance with application requirements and deadlines
- Process all school-provided documents such as transcripts, school profile, and letters of recommendation to counselee colleges and universities in support of individual admission applications
- Keep abreast of major developments in post-secondary education and admission policies and procedures in North America and abroad; remain informed of current trends in college / university admission
- Share in the hosting of visits by university representatives in the fall and spring
- Maintain data used for reporting to school administration and Board of Directors up to three times per year

Additional Expectations:

- Provide a supportive, warm, and responsive atmosphere for all families as they journey through the college process
- Support the development of a forward-looking, growth-oriented and cohesive team
- Maintain the integrity of all academic transcripts
- Attend and participate in scheduled Academic Team or Department meetings as needed

Candidates are encouraged to visit our website for more information on our school and this position: www.marianapolis.org.

Interested candidates should send the following to teachingpositions@marianapolis.org:

- A cover letter summarizing your reasons for wanting to work in the College Office at Marianapolis
- A current résumé
- Contact information for three professional references (email preferred)

At Marianapolis Preparatory School we celebrate and are committed to creating an inclusive environment for all employees. All persons shall have the opportunity to be considered for employment without regard for race, color, national origin, religion, disability, sex, gender identity or expression, sexual orientation, age, genetic information, or any other characteristic protected under law except in cases of a bona fide occupational qualification in accordance with applicable law.