

Send cover letter, resume and three (3) professional references to:

Employment@mercyhs.com

Job Title: College Counselor – Full-Time –12 Month Position

Our Lady of Mercy School for Young Women (OLM), an institution known for its tradition of excellence, is seeking a College Counselor.

Job Summary:

Our Lady of Mercy School for Young Women seeks a highly creative college counseling professional to provide outstanding leadership and successful innovation in the college admission process. The desired candidate will have demonstrated commitment to the education of young women and the ability to coordinate a college counseling program that will effectively counsel motivated students and their families. The ideal candidate will have significant experience in the college admissions process, either in selective college admission, college counseling, or both. In addition, the ideal candidate will have established long-term, personal associations with a variety of key admissions personnel at various colleges and universities throughout the country. The College Counselor in collaboration with the school counseling team, will ensure there is a systematic, proactive, and efficient college research and application process from the beginning of our students 9th grade to the finalization of the college matriculation process at the end of 12th grade, ensuring 100% of seniors apply and are accepted to the best-fit two-year or four-year college or university.

Essential Duties and Responsibilities:

- Work collaboratively with every student’s assigned school counselor.
- Meet with students from grades 9-12 individually and in groups to facilitate each component of the college and financial aid process. This includes:
 - Guiding students through the college application process with the goal of helping students to identify and pursue the most appropriate post-secondary pathway.
 - Creating college lists that include match schools.
 - Assisting students with writing and revising personal statements.
 - Advising on all aspects of the financial aid process including FAFSA & CSS Profile completion, evaluating financial aid packages, and helping families make financially sound matriculation decisions.
 - Assisting students with finding scholarships.
- Engage families around the nuances of the college and financial aid process through strategic communications, events, and targeted workshops in order to raise awareness about college and financial aid options and provide comprehensive application assistance.
- Facilitate College Readiness workshops for grades 9-12, including preparing curriculum lesson plans in utilizing Naviance.
- Collaborate with the school counseling team and advocate for students by writing detailed letters of recommendation for all seniors and facilitating the recommendation writing process for students and teachers.

- Develop and maintain strong relationships with college admissions officers. In addition, stay informed about the college admission landscape and continually renew knowledge about a wide range of colleges that meet the needs of our students.
- Remain current in the area of College admissions counseling through membership in professional organizations (National Association of College Admissions Counselors), reviewing of professional literature, and attending workshops and in-service programs.
- Manage the PSAT, SAT, and ACT registration process and where applicable, administer the SAT & ACT assessments.
- Coordinate and schedule college admission officer visits and college fairs on campus.
- Plan and lead college visits for students.
- Prepare and disseminate materials regarding college and career summer and enrichment programs.
- Plan and oversee events and programs to provide additional support for first generation, low income, underrepresented, and diverse students to increase awareness about college access, success, and transition opportunities.
- Maintain an up-to-date webpage on the school website for all things college-related.

Required Qualifications:

- Bachelors Degree
- Minimum 5 years experience in school counseling, college admissions, or other related field.

Preferred Qualifications:

- Masters Degree in Education, school counseling preferred.

Skills and Abilities:

- A skilled writer with the ability to provide strong feedback on student work and craft exceptional student recommendations and other written communications.
- A clear communicator and enthusiastic networker with the ability to collaborate with diverse stakeholders and connect students to unique programs on college campuses.
- An organized adviser who can build data-driven recommendations around the college process with the goal of college persistence for all scholars.
- Excellent organizational, communication, and interpersonal skills.

*Our Lady of Mercy School for Young Women is the only college preparatory, faith-based private school, exclusively for young women. We welcome all girls entering grades six through 12 — inclusive of all incomes, races, and faith affiliations — who are seeking an alternative to public school or who wish to continue to pursue a faith-based education. Mercy builds life-changing **competence**, confidence, and **compassion** that prepares and inspires young women to achieve the highest level of success in college, in career, and in the community.*

Equal Opportunity Employment Policy

Our Lady of Mercy School for Young Women has a clear vision: to be a place where a diverse mix of talented people want to come, to stay, and do their best work. Helping us achieve this vision is our policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state, and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizen status, disability, sexual orientation, marital or veteran's status, or any other status protected by law. This policy pertains to every aspect of an individual's relationship with the school, including but not limited to recruitment, selection, compensation, benefits, training, promotion, transfer, discipline, or termination.