**College Counseling Administrative Assistant**

Berkeley Preparatory School

Tampa, FL

Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students’ intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and myriad co-curricular opportunities.

**College Counseling Administrative Assistant**

 The College Counseling Administrative Assistant plays a crucial role in supporting the college counseling team and ensuring efficient operations within the office. This position requires a dynamic individual who is organized, tech-savvy, and comfortable with high-volume tasks, including managing phone calls, scheduling, parent interactions, and collaboration with teachers and administrators.

**Strong candidates will:**

* Find joy in working with adolescents and in school life.
* Show a commitment to engaging with and learning from people with diverse backgrounds and experiences.
* Value being a team player in a collaborative office environment.
* Work with discretion and the highest ethical standards in dealing with students, families, colleagues, and colleges.
* Respond with energy and empathy to the needs of students and families.
* Be skilled at supporting and managing highly engaged and aspirational families.
* Engage with students, parents, colleagues, and constituents with a healthy sense of humor, warmth, patience, confidence, and professionalism.
* Thrive in a high-energy community that values the partnership with students and families to navigate the complexities of the college process.

**Responsibilities:**

* Support the four 11/12 Academic Deans/College Counselors.
* Manage and coordinate the scheduling of meetings and appointments for the Director of College Counseling.
* Demonstrate proficiency in using Google Drive and other Google products for document creation, collaboration, and data management.
* Utilize relevant software and databases to manage student information and college application materials.
* Navigate parent conversations with confidence, providing basic information regarding college application processes, deadlines, and relevant resources; redirecting calls as needed.
* Maintain accurate and up-to-date records of student standardized test scores and college application statuses.
* Generate reports and summaries as needed for college counseling team meetings and school administrators, including application, acceptance, and matriculation information, class data, and other information as needed.
* Coordinate facility usage/submitting facility requests for all College Counseling Office programming needs.
* Keep the calendar for school-wide use of the Gabos Recital Hall and Iglehart Conference Room.
* Coordinate all aspects of the college visit program (scheduling representatives, reserving spaces, managing student sign-up, and communication to community).
* Coordinate items to be given to visiting college representatives (bags, snacks, water, etc.).
* Manage diploma ordering, name verification, preparation, finalization.
* Assist in coordination of online tools for families (Naviance, College Kickstart) and communication for registration and support.
* Coordinate the teacher recommendation process: organizing student information for distribution to faculty, receipt of recommendations and distribution to counselors, uploading final recommendations and creation of supporting rec forms.
* Create/distribute college counseling event notifications and reminders.
* Coordinate college counseling events; order food/beverage, tables.
* Create/distribute scholarship newsletters.
* Honors Convocation – ordering certificates, pins, and awards, printing certificates, notification of students/parents and assistance as needed.
* Support and preparation for Senior events, including Senior/K events.
* Assist with creation of the class meetings schedule each semester; coordinate and request room reservations.
* Coordinate the printing of the school Profile for each senior class.
* Coordinate/schedule meetings for the Director of College Counseling and the 9/10 and 11/12 Academic Deans and the UD Counseling Team.
* Compile and distribute information to Communications for UD Newsletter.
* Provide support for coordination/administration of the PSAT; create PSAT student data file, run advisory lists, organize classroom use.
* Create grade-level lists as requested (student/parent email addresses, etc.).
* Update National Merit profile for submission of semi-finalists applications.
* Twice daily distribution of mail from the copy center.
* Coordinate communication of After School Study Hall faculty reminders.
* Organize the After School Study Hall rosters.
* Upload senior transcripts for submission (September, January, June).
* Provide support when Berkeley hosts the Case Studies Program (coordinate facility requests, assist with the invitation/RSVP process, coordination of spaces and rooms, and other aspects of the process as needed).
* Mail unclaimed book awards after honors night.
* Create the AP billing sheet for AP Coordinator; create AP seating charts and AP table name labels for exams.
* Order office supplies for college counseling.
* Provide general clerical support to faculty when time allows.
* Create necessary spreadsheets and course schedule sheets for the course scheduling process.
* Input schedule requests in Admin Plus and make changes as requested/needed.
* Coordinate the payment of bills and subscriptions.
* Input transcript and community service hour information for Florida Bright Futures.
* Assist the graduation coordinators by providing lists and data as needed.
* Process transcripts as requested by seniors.
* Assist with the collection of National Honor Society applications.
* Assist with creation/coordination of the summer workshop scheduling, including facility requests.
* Coordinate finalization of senior enrollments, Florida Bright Futures, and NCAA – mailing, sending final transcripts, and final reports.
* Shred permanent file information after graduation.
* Assist with new student placement testing as needed.

**Qualifications:**

* High school diploma required; associate or bachelor's degree preferred.
* Previous experience in an administrative or support role, preferably in an educational setting.
* Strong organizational skills and attention to detail.
* Proficient in using Google Drive, Microsoft Office, and other relevant software.
* Excellent communication and interpersonal skills, with the ability to navigate conversations with parents, students, teachers, and administrators.
* Comfortable with multitasking and managing high-volume tasks efficiently.

**Compensation and Benefits:**

The appointment will begin February 2024 and is a 12-month, full-time, non-exempt position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

[Click Here to Apply](https://www.berkeleyprep.org/about/careers-at-berkeley?gnk=job&gni=8a78879e8d85a3c7018d8f9c8e88474d&gns=National+Association+of+Episcopal+Schools)

*All inquiries and nominations are kept confidential.*

*Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School- administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*