



Assistant Director of College Counseling

Episcopal School of Jacksonville

Episcopal School of Jacksonville seeks a dynamic, student-centered professional to serve as an Assistant Director of College Counseling. The most competitive candidates will have relevant experience and a demonstrated interest in college counseling, higher education admissions, or student advising. This full-time, 10-month position will report to the Director of College Counseling and collaborate as part of a four-counselor team to advise and support 40-45 students and families, in Grades 9-12, throughout all aspects of the college admissions process.

Grounded in the office's core values of self-awareness, authenticity, ownership, and empathy, the Assistant Director will help students approach the college process as a journey of personal growth and discovery. The role requires a combination of counseling expertise, strong communication skills, organizational acumen, and a deep appreciation for the individuality of each student's experience.

The Assistant Director serves as a member of the high school faculty and contributes to the broader life of the school by collaborating with colleagues across academic and student support areas, serving as an advisor, and engaging in ongoing professional growth.

As part of the collegial culture of our faculty, a willingness to invest in collaborative efforts, professional growth, and the broader life of the school is expected in work at Episcopal. Contribution to the broader school community, through such means as academic advising, supervisory duties, and coaching or sponsoring of extracurricular programs, is expected of all community members.

Qualifications:

- Bachelor's degree in a related field from a four-year college or university; an advanced degree in counseling, education, or a related field preferred
- Minimum three years of related work experience in college admissions, independent school college counseling, or educational environments
- Experience in college admissions or higher education settings is highly valued

Responsibilities

- Counsel students and families through the college search and application process with a personalized approach that emphasizes process over results

- Write substantive and supportive counselor letters of recommendation for approximately 40 seniors
- Educate students and families about colleges, admissions trends, financial aid, and standardized testing
- Collaborate with academic advisors and high school leadership on course selection and college readiness
- Collaborate with the college counseling team to lead communication and programming efforts
- Support students in exploring summer programs, internships, and extracurricular opportunities aligned with their interests
- Serve as a liaison with college representatives and admissions offices
- Maintain involvement in professional organizations (NACAC, SACAC, ACCIS) and attend conferences annually
- Manage administrative tasks, including application documents, college visits, testing coordination, and transcripts
- Demonstrate proficiency with Google Suite, Gmail/Google Drive, and school database systems; experience with Scoir is valued
- Serve as an academic advisor to a group of high school students

Knowledge, Skills, and Abilities

- Passion for supporting teenagers to learn, grow, and thrive, with deep commitment to working with diverse populations of students and families.
- Mastery of the college counseling process and enthusiasm for working with students in a mission-centered learning environment.
- Commitment to learner-centered practices and the belief that the college process develops life skills students will use beyond college.
- Ability to build deep, trusting relationships with students and families from diverse backgrounds.
- Exceptional communication skills (oral and written), including the ability to navigate difficult conversations with grace and empathy, represent the school at internal and external events, and teach and engage students in college search, essay writing, and application processes.
- Strong organizational skills, attention to detail, and ability to manage competing priorities and meet deadlines in a fast-paced, sometimes high-stress environment.
- Proficiency with learning technology, particularly Google Suite products (Gmail, Google Drive), school database systems, and college counseling platforms; experience with Scoir is highly desirable.
- Ability to use data to tell compelling stories and support decision-making.
- Understanding of the academic, social, and behavioral characteristics of adolescents.
- Knowledge of the financial aid application process is highly desirable.
- Demonstrated ability to work both independently and collaboratively as part of a team, fostering cooperative relationships internally and externally.
- Flexibility and resilience in adapting to emerging challenges, with strong problem-solving and analytical skills.
- Commitment to seeking feedback, engaging in continued education and professional development, and maintaining a growth mindset.
- Ability to maintain strict confidentiality and professionalism, and to model inclusive behaviors and commitment to belonging.

- Evidence of building positive relationships with students, parents, and colleagues.

Physical Requirements

- Ability to work office hours reliably during the week, as well as some evenings and weekends for college counseling events.
- Ability to view screens for extended periods throughout the day.
- Ability to work in a fast-paced office environment.
- Ability to sit for long periods and move around the campus to interact with students, their families, and faculty members.
- Occasional travel required to attend conferences and visit colleges and universities.

Episcopal School of Jacksonville's approach to our balanced education (academics, fine arts, athletics, and spiritual development) is sustained by heightened expectations in all aspects of campus life. Since its founding almost 60 years ago, the school has remained true to its mission in working to develop "leaders and doers of good." Each student is prepared for college by a liberal arts curriculum that focuses on the development of effective expression and critical thinking in a learner-centered environment. Episcopal enrolls more than 1,500 students from age 1 to grade 12 across three campuses. Grades 6-12 are housed on the Munnerlyn Campus, which is situated on 84 acres along the southern bank of the St. Johns River. Episcopal is a caring community by design with faculty who are outstanding in their field, all of whom are dedicated to helping our students develop their creative talents, discover their passions, and deepen their faith and commitment to service for others.

Episcopal is committed to a school culture that is safe and positive for all members of our community. We work intentionally to create a community of people who respect and support each other. We recognize the value of diversity, and we actively seek to welcome and include underrepresented groups. Episcopal strongly supports professional development and training opportunities for faculty and staff, ensuring that best practices and innovative, learner-centered teaching methods are continually incorporated into our pedagogy. The academic environment is achievement-oriented with a standard of excellence. The school's faculty display outstanding academic backgrounds, exceptional character, and dedication to our students across three academic campuses, spanning from an Early Learning Program (age one) through Grade 12. Episcopal does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, or disability in its hiring and employment practices. The above information is not a completely comprehensive inventory of all duties, responsibilities, or qualifications required of employees assigned to this position.

Interested candidates are requested to submit a cover letter, current resume, and a 500-1000-word original writing sample, alongside a completed application through the Careers at Episcopal page on our school website. Applications will be considered on a rolling basis until the position has been filled and the search closed.