



## Director of College Counseling

MMI Preparatory School is seeking an enthusiastic and knowledgeable full-time **Director of College Counseling**. This individual works with students to develop their self-awareness and build the confidence and skills necessary to meet the complexities of an evolving future. MMI offers a comprehensive college counseling program that supports students beginning in 10<sup>th</sup> grade. One of the cornerstones of our program is the student-centered approach. The Director of College Counseling is an important leader in realizing the strategic vision outlined by school leadership and reports directly to the Head of School.

The selected candidate will understand and support independent school culture and be responsible for working with 10<sup>th</sup>-12<sup>th</sup> grade Upper School students and families through the various aspects of the postsecondary/ college preparation and application process in individual and family meetings, group presentations, and college counseling classes.

### Key Responsibilities of this position include:

- Educate 10<sup>th</sup>-12 grade students and families about postsecondary options.
- Manage the entire college application and college selection process (31 students -Class of 2025).
- Provide information and support to students and families about the college financial aid process.
- Teach a College Counseling course to all 10<sup>th</sup> and 11<sup>th</sup> students and a Senior Seminar course for 12<sup>th</sup> grade students.
- Assist students in developing their resumes by documenting their honors, awards, athletics, community service, extracurricular activities, and outside experiences.
- Oversee the updating and publishing of the annual School Profile, overseeing institutional oversight of submitting school materials in support of students
- Assist students and families in planning for standardized testing.
- Thoughtfully develop personalized letters of support for students' college, summer program, and scholarship applications. To provide for a period of transition, writing recommendation letters will not be required for the Class of 2025.
- Maintain and establish strong relationships with college admission officers on behalf of the School and the students. This includes overseeing 45-60 college representative visits each fall at MMI.

- Stay current with admissions trends and best practices through regular professional development and attendance at national, regional, and local conferences, as well as travel to college campuses.
- Assist with the development and delivery of college-related programming to educate all MMI constituents on the college admissions landscape.
- Provide oversight to the teacher recommendation writing process.
- Plan and chaperone college visits for students.
- Utilize technology platforms such as: Naviance, College Kickstart, Canvas, and Renweb.
- Tracks admission decisions and statistics, and provides relevant data to school administration.
- Manage & update the NCAA Clearinghouse for all prospective student athletes.

### **Supplementary Responsibilities:**

- Coordinate standardized tests offered by the School (PSAT, SAT, AP, ACT, PRE-ACT)
- Serve as a liaison with local service/civic organizations to provide scholarship/recognition opportunities to students.
- Oversee the selection of students for leadership programs and coordinate applications & nominations for external co-curricular programs.
- Manage and update a course in Canvas to include scholarship information, community service opportunities, essay contests, job opportunities, and summer programs.
- Coordinate selection of year-end book awards & junior scholarship awards in preparation for the end of year awards program.

### **Qualified candidates will have the following:**

- The ideal candidate will possess a Bachelor's Degree (Master's degree preferred) and minimum of 5 years of experience in college counseling within a private or independent school setting or selective, recommendation-reliant university admissions office. This includes knowledge of the many components of the college admission process (i.e., financial aid, minority recruiting, athletic recruiting, standardized testing, and early action/decision) and familiarity with a broad range of colleges.
- The ideal candidate will possess teaching experience.
- Familiarity with the goals, objectives and mission of an independent college preparatory school.
- Ability to anticipate the academic calendar, to work independently, and to collaborate with colleagues on policies, procedures, and events.
- The ability to respond effectively to the needs of a diverse student and parent population.
- Possess strong computer and technological competence, ideally, including familiarity with Naviance.
- Strong knowledge of colleges, their academic programs, admission policies and procedures, as well as extensive knowledge of the college financial aid process.
- Strong interpersonal and organizational skills.
- Effective communication skills, with strengths in writing, public speaking, and relationship-building.

- Effective problem-solving and analytical ability; Ability to manage multiple tasks and priorities to meet deadlines.
- Warmth, enthusiasm, and patience are highly valued.

**Applicants should submit the following:**

- A cover letter explaining why they are specifically interested in and qualified for this position.
- A current resume/ CV.
- Three current references with contact information.

Please email information to Shannon M. Williams, HR Director, at [swilliams@mmiprep.org](mailto:swilliams@mmiprep.org)

MMI Preparatory School is an Equal Opportunity Employer.