



For Faith, Scholarship and Community

MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: *College Counselor*

Job Start Date: *Aug 1, 2022*

Application Closing Date: *until filled*

FLSA Status: *Exempt, Full-Time*

SUMMARY OF THE POSITION:

Marquette University High School is currently looking for a full-time College Counselor beginning with the 2022-23 academic year. Marquette University High School seeks faculty qualified in their field who are open to growth, loving, intellectually competent, and committed to faith and justice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Handling a caseload of students, juniors and seniors, and directing all aspects of the comprehensive college counseling program with each of them individually. This includes (but is not limited to):
 - a. Coordinating all group and individual meetings with students and families.
 - b. Writing a personal letter of recommendation for all senior advisees.
 - c. Remaining current and educating students and parents on college admissions trends.
 - d. Submitting application support documents as needed.
2. Serving as a liaison and communicating between and with students, families and colleges admissions offices as needed.
3. Assisting with college counseling programs (day and evening) throughout the school year.
4. Developing and maintaining relationships with colleges through attendance at conferences, counselor information meetings, and college visits.
5. Coordinating and hosting college admissions rep visits to MUHS.
6. Assisting with the upkeep of Naviance resources, website and other resources.
7. Representing the College Counseling Program at school events including Open House.
8. Participating in professional development and maintaining membership in professional organizations to promote self-growth, build relationships and remain current with programs, policies, and practices that meet the needs of students.

9. Other duties as assigned by the Director of College Counseling.

QUALIFICATIONS:

This position requires three to five years of experience in high school college counseling and/or college admission. A bachelor's degree is required, a masters' degree in educational psychology/school counseling, college student personnel or related field is preferred. The ideal candidate will possess strong written and verbal communication skills and strong organizational and presentation skills with an ability to meet deadlines. A candidate must demonstrate the ability to work collaboratively and independently. It is necessary to have experience and an understanding of colleges nationwide: their academic programs, admissions policies, financial aid policies and procedures, etc. Computer skills and experience with specific college counseling software. A demonstrated commitment to the principles of Jesuit education as set forth in the MUHS mission statement and the "Profile of the Jesuit High School Graduate at Graduation" is necessary. The ideal candidate will have a familiarity with the goals, objectives, and mission of a Catholic, Jesuit college preparatory high school; the ability to respond effectively to the needs of a diverse and demanding student and parent population. Knowledge of standardized testing programs and interpretation of data is also an asset.

SUPERVISION RECEIVED:

This position reports to the Director of College Counseling.

TERMS OF EMPLOYMENT:

This is a 10-month full-time position. It will require occasional evening and/or weekend work. It may involve bending, lifting and repetitive motion (event set up/clean up) and the use of computers and office equipment.

WORKING ENVIRONMENT:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply: If you are interested, please email your cover letter and resume to the Human Resources Manager, at jobs@muhs.edu.