



## MADEIRA

### Director of College Counseling

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 340 students from 21 states and 38 countries, Madeira holds itself to the vision of leading innovation in girls' education and the mission of launching women who change the world.

The Director of College Counseling is an experienced college counseling professional who envisions and helps administer all aspects of the college process at The Madeira School. The department's holistic approach within a college-preparatory high school includes programming for students and parents at all grade levels. This developmental approach fosters self-discovery, leading to successful college research and applications in the junior and senior years and is aligned with the School's educational philosophy, mission and values. The Director must demonstrate enthusiasm for the empowering aspects of attending an all-girls boarding and day educational environment and an appreciation for students' contributions to community beyond academics. The position requires the ability to guide students and their families coming from diverse backgrounds through the intricacies of the ever-changing college application process with clarity, humor, and compassion. The Director approaches the job as an educator, with the initiative and enthusiasm to create innovative programming to put girls in command of themselves in this process. This position is year-round.

#### Responsibilities:

- Supervises, supports, and oversees the professional growth of the College Counseling & School Records Coordinator and the Associate Director of College Counseling
- Represents the department on school-wide committees, such as the Academic Leadership Team. Manages budget for department
- Provides individual counsel for juniors and seniors, along with their families, through all phases of the college search and application process; writes school letters of recommendation for students in counseling group; counseling group to include approximately half of each grade level (80-90 students average per grade); meets with 9<sup>th</sup> and 10<sup>th</sup> graders and/or families on occasion, as requested
- Remains current on admission practices and trends, including but not limited to the nuances of the financial aid process, athletic recruiting, and standardized testing; participates in professional conferences and visiting college campuses as department and school budget allow
- Creates and implements college counseling curriculum to students in grades 9-12, with Associate Director, throughout the year including Special Programming days
- Plans and facilitates programming for varied constituencies of the school community, including parents and faculty
- Collects, analyses and presents college admission statistics and data to ensure the School's Administration and Board have the data needed for them to be well informed about the college process and landscape
- Develops school profile and other methods to educate an outside audience (receiving colleges) about Madeira's program
- Understands and appreciates the culture of The Madeira School by participating in school-wide activities and attending events outside of school hours

Requirements:

- Bachelor's degree, 5-7 years minimum experience in college admissions counseling profession, including experience in a high school setting
- Enthusiasm for working with adolescent girls and their parents
- Commitment to issues of diversity, equity, and inclusion; eagerness to serve the needs of a diverse student population
- Strong interpersonal, written, and oral communication skills; proven analytical and organizational strengths; ability to meet and manage deadlines
- Ability to work independently and as part of a high performing team that includes members of the college counseling department other departments as relevant (admissions, academic office)
- Exceptional initiative, judgement, and problem-solving skills
- Proficiency in data management systems and office applications, such as the MS Office, Scoir, Slate, Blackbaud or similar products; comfort and willingness to learn new systems as needed
- Willingness and ability to adhere to a flexible work schedule, including occasional evenings and weekends; willingness to travel

To apply, please send cover letter and resume to [hr@madeira.org](mailto:hr@madeira.org).