

Deerfield-Windsor School

Opportunity Statement & Job Description

College Counselor

Deerfield-Windsor School exists to inspire in its students a passion for learning, a commitment to personal integrity, and a dedication to social responsibility.

For over 50 years, Deerfield-Windsor has served the Southwest Georgia community, helping students grow intellectually, morally, creatively and physically. The school's combination of academic, artistic and athletic rigor ensure that students can pursue their passions. Deerfield-Windsor enrolls approximately 555 students on two campuses.

Deerfield-Windsor School seeks an experienced counselor. The candidate hired would have a unique opportunity to work with colleagues, students, and parents to aid in the college admissions and application process.

Qualifications:

- possess a Bachelor's degree. Master's degree is preferred.
- possess experience in high school or college setting is preferred.
- possess an interest in extracurricular activities. Coaching experience is preferred.
- demonstrate passion for working with children and an understanding of the developmental needs of the age group.
- maintain confidentiality in all situations.
- understand and advocate for Deerfield-Windsor's Mission in all situations.
- be a clear communicator who possesses excellent listening, verbal, and writing skills.

Responsibilities:

The counselor will:

- Maintain a strong working knowledge of colleges and universities and their application processes.
- Analyze and interpret Scattergrams for students and families.
- Write school recommendations for members of the senior class (detailed letters of support)
- Coordinate college event planning and implementation. Arrange college visits and trips to local college fairs.
- Build and maintain relationships with admission professionals.
- Check, prepare, and distribute documents and correspondence to students, college admissions, and parents.
- Educate students on appropriate interviewing techniques, self-assessment tools, and application essay writing techniques.
- Guide students and parents in understanding and utilizing SCOIR, the college admission data management system.
- Serve as a general resource for students, parents, and teaching faculty regarding admission criteria, college data, financial aid or scholarship possibilities.
- Work effectively one-on-one with students and be able to address small or large gatherings of people to discuss the college admission and research process.

- Work with the Test Prep Coordinator to provide information about testing options and preparatory classes.

Application Process:

The position will remain open until filled. Compensation is competitive and is commensurate with experience. Please email a resume, letter of interest, and contact information for at least three professional references to:

Mr. Allen Lowe, Head of School
Deerfield-Windsor School
2500 Nottingham Way
Albany, GA 31707
allen.lowe@deerfieldwindsor.com

No phone calls, please.

*Deerfield-Windsor School does not discriminate on the basis of disability, race, color, creed, national origin, religion, gender identity, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.
Deerfield-Windsor School is an Equal Opportunity Employer.*