



# EPISCOPAL

## SCHOOL OF BATON ROUGE

Episcopal High School of Baton Rouge is seeking qualified candidates for an Assistant/Associate Director of College Counseling. Episcopal's dynamic college counseling program works with students in every year of high school to ensure that they are well prepared to apply to college

Episcopal, a college preparatory educational community of between 900 and 1,000 students and approximately 170 professionals, includes grades PreK-3 through 12. Episcopal is known historically for its academic performance, for its attention to the spiritual lives of its students, and for offering a wide range of opportunities for student education and development. Opportunities to excel in academics, arts, athletics, service, and community leadership characterize the school.

Job duties will include:

- Guiding families through the college search and application process with fit and affordability in mind.
- Supporting college applications for students including writing letters of recommendation for approximately thirty - forty students per year.
- Preparing and participating in college counseling presentations to 9<sup>th</sup> – 12<sup>th</sup> grade students and parents.
- Academically advising and monitoring student progress throughout their high-school years.
- Contributing to the planning and development of future College Counseling initiatives and programs.
- Continuing professional development via campus visits, conferences, webinars, and other opportunities as they present themselves.
- Representing Episcopal high school to college admission representatives.

Well qualified candidates will have qualifications including:

- Bachelor's degree
- Three or more years experience in a high-school college counseling position or relevant college admission experience
- Excellent organizational skills and attention to detail
- Excellent communication skills, both oral and written.
- Strong presentation skills
- Excellent interpersonal skills required for working with students, parents, faculty, and college representatives.

As a member of the Episcopal faculty, Assistant/Associate Director of College Counseling will serve as a representative of the school at all times, upholding its mission both personally and

professionally. Candidates must be self-motivated individuals with excellent communication skills. Candidates should have an eagerness to help each student achieve his or her full potential. A professional demeanor is expected and the skill to develop strong relationships is a must. Being a person that self-identifies (and that others describe) as a “happy” person, an emotionally intelligent person, a person with natural “situational awareness,” a person who consistently strives to improve, a “forward-looking” person, and a person who “plays well with others,” are all characteristics of the successful candidate.

### **Submission Information:**

Episcopal will offer a competitive salary and good benefits for this position. Digital applications are preferred and welcomed at [fenskej@ehsbr.org](mailto:fenskej@ehsbr.org). Please include an [employment application](#), cover letter, resume, copy of transcripts, references, and explanation of your interest in the position. Application materials can also be sent to Justin Fenske, Episcopal School of Baton Rouge, 3200 Woodland Ridge Blvd., Baton Rouge, LA 70816.

Episcopal does not discriminate against any person in admission, employment, or otherwise because of race, color, religion, national origin, gender, age, or in violation of state or federal law or regulations.