



**Company Profile:** Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

**Job Title:**

College Counselor

**Contact:**

jobs@montverde.org

**Job Description:** The College Counselor reports to the Director of College Counseling and is responsible for assisting students with the college application and selection process. This is an eleven-month position following a faculty schedule during the school year.

**Responsibilities:**

College Counseling Responsibilities:

- To play a key role in establishing and maintaining a school culture where all students continue their education after leaving high school, and where life-long learning is valued.
- To counsel and engage students and their parents in the college selection, application, and admission process.
- To communicate regularly with students and their parents about the college process.
- To develop relationships with students, families, college admission offices, international agents, and other community professionals outside of the Academy.
- To work with members of the school community to coordinate programs pertaining to college guidance.
- To attend professional conferences and workshops to maintain best practices.

Other Responsibilities:

- To take an active role in the life of the school.
- To plan and implement the Senior Seminar program, under the direction of the Dean of the Upper School
- To oversee the Distinguished Scholars Program, under the direction of the Associate Dean of the Upper School
- To keep the Director of College Counseling fully informed regarding issues related to students' college preparations and the Academy's community service programming.
- To teach a college counseling course, based upon student needs.
- To perform other duties as assigned by the Head of School, the Dean of the Upper School, and the Director of College Counseling.

**Skills and Qualifications:**

- A minimum of a Bachelor's degree
- Proven success working collaboratively with students, faculty, staff, parents and community leaders
- Outstanding interpersonal skills
- Excellent oral and written communication skills.
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Detail oriented and resourceful
- Strong work ethic and high level of integrity
- Technologically savvy

**Physical requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.