



Columbus Academy

4300 Cherry Bottom Road  
P.O. Box 30745  
Gahanna, Ohio 43230

Phone 614 475 2311  
Fax 614 475 0396  
[columbusacademy.org](http://columbusacademy.org)

## Assistant/Associate Director of College Counseling

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (age 3-grade 5), Middle School (grades 6-8) and Upper School (grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks an Assistant/Associate Director of College Counseling. The position title will be determined based on experience. Responsibilities to begin July 1, 2019.

**Qualifications** (preferred candidates will possess the following qualifications):

- B.A. or more advanced degree, experience in college admissions counseling required
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills
- Ability to collaborate with others and to creatively solve problems
- Excellent planning, prioritization and organizational skills with the ability to successfully manage multiple tasks and anticipate them based on the academic calendar
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning
- Ability to maintain strict confidentiality

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Manage college application process for senior and junior students, including leading parent-student conferences, teaching college counseling class and providing guidance for all aspects of the college counseling process
- Serve as the primary author of school letters of recommendation for 35 to 40 students
- Work collaboratively as a member of a college counseling team to provide student-centered counseling for students and parents
- Plan events, host college representatives, and attend conferences and college tours
- Inform faculty of the curricular expectations of selective colleges
- Report to constituencies about trends and developments in college admissions
- Fundamentally understand and commit to the school's culture, mission and vision; must willingly serve as an ambassador for Columbus Academy, both internally and externally



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### **Position Expectations** (continued):

- Hold students accountable for the school's standards of behavior
- Work with others in the school community to support each student's emotional well-being
- Perform other duties as assigned

### **Physical Conditions** (candidates must be able to manage the following conditions):

- Lift and transfer college counseling materials related to testing and programming (up to 15 pounds)

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.