Assistant / Associate Director of College Counseling

The Lovett School, a coeducational college preparatory school serving students in Kindergarten through Grade 12 in Atlanta, GA, seeks an experienced college counselor to start July 1, 2014.

The assistant / associate director will join an office that also includes a Director, an Associate Director, and an administrative assistant. S/he will see to the close advisement of 50 to 55 seniors, which includes writing the school’s recommendation for those seniors, multiple counseling sessions with individual students, and meetings with parents. This individual will also help coordinate special events related to college advisement, such as a fall college fair, Junior College Night, Senior College Night, case studies, and guest speakers. S/he will also have many opportunities for professional development, including visiting college campuses to get to know colleges firsthand and to meet college admissions representatives.
The ideal candidate will have at least three to five years experience, either in selective college admissions, college counseling, or both. In addition, we seek the following personal qualities:

- A college counseling philosophy that aligns with Lovett’s philosophy, honor code, character pledge, and commitment to educating the whole child;
- Ability to communicate effectively with faculty, staff, parents, and students through a process that focuses on identifying the best possible college match for each student;
- Excellent writing and speaking skills;
- A love of working with high school students and mentoring them through the admission search and application process;
- A desire to work with parents as partners in the process, even as students are recognized as driving their college search and application;
- Willingness to engage in the life of the school beyond the college counseling office.

Salary will be competitive, based on experience and qualifications. A comprehensive benefits package is provided. This position is approximately 10 months: the assistant / associate director of college counseling arrives one week before teaching faculty at the beginning of the school year and departs with teaching faculty in the spring. The summer schedule includes five days of work, including periodic checks of mail, voicemail, and email messages.

Interested candidates should apply through the Lovett website, using the employment opportunities link and submit a writing sample (recommendation letter preferred) to Jessica Jaret Sant, Director of College Counseling, at jjaret@lovett.org.