International High School of New Orleans is seeking a full-time college counselor to join the counseling team. Depending of the applicant's qualifications, the position could be Director of College Counseling.

The College Counselor reports to the Principal and is responsible for administering all aspects of the college search and admissions process, including the following:

- Educating students and parents about colleges, the college admissions process, trends, procedures, and testing; advising and supporting classes of seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Meeting with juniors and seniors, individually and in groups, to talk about process and individual college choices. Providing assistance with college and scholarship applications and essays.
- Meeting with all college admissions representatives who visit our campus and facilitating meetings between college representatives and our students.
- Compiling the annual School Profile.
- Maintaining records on seniors, including transcripts, GPA's and test scores. Generating schedules for seniors, ensuring that seniors are meeting graduation and TOPS requirements.
- Writing school counselor recommendation for seniors, complete Secondary School Report, Mid-Year Report, and other forms required by colleges.
- Maintaining and sharing information on colleges, scholarships, and financial aid.
- Acting as advisor to the senior class, providing academic and college counseling.
- Keeping track of admission decisions, statistics, and making reports to administrators.
- Making informational presentations to parents.
- Maintaining and disseminating information about standardized tests such as ACT and SAT, helping to coordinate and administer exams, and serving as AP Coordinator.
- Coordinating District and State Rally participants.
- Maintaining student records on the state record system, including verifying TOPS for graduates.
- Serving as Naviance School Site Manager.

Qualifications:

- Necessary skills include excellent written and verbal communication skills, strong organizational ability and the ability to meet deadlines. Experience in college admissions or high school college counseling, teaching experience, and computer skills are plusses.
- The ideal candidate will have strong interpersonal, communication, and organizational skills; the ability to respond effectively to the needs of a diverse student population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.

The International High School (IHS) of New Orleans is a public, open enrollment, statewide, college preparatory charter school located in the Central Business District. IHS is the only school in the New Orleans area to offer a full college preparatory curriculum with an International Baccalaureate Programme, French and Spanish language immersion classes, Arabic and Mandarin Chinese as global languages, and international business education.

Submit resumes and cover letters to nan.ryan@ihsnola.org. Additionally, you can arrange to meet with Lauren Hitt (laureenhitt@gmail.com) or Julie Hauber (juliehauber@gmail.com) at SACAC to discuss the position further.