Available Position:  Associate Director of College Counseling  
Department:  College Counseling  
Date Posted:  September 4, 2019  
Start Date:  July 1, 2020  

About St. Mark’s  
Founded in 1906, St. Mark's School of Texas is a non-sectarian, college-preparatory, independent day school for boys in grades one through twelve. The School’s charter states that it is “designed to afford its students well-rounded physical, intellectual, moral, and religious training and instruction.” The School is intended to be a diverse community of teachers and students who share a love of learning and who strive for high achievement in whatever they undertake. 

St. Mark’s aims to prepare young men to assume leadership and responsibility in a competitive and changing world. To this end, the School professes and upholds certain values. These values include the discipline of postponing immediate gratification in the interests of earning eventual, hard-won satisfaction; the responsibility of defending one’s own ideas, of respecting the views of others, and of accepting the consequences for one’s own actions; and an appreciation for the lively connection between knowledge and responsibility and the obligation to serve. 

Position Description  
St. Mark’s School of Texas seeks an experienced College Admissions professional or an Independent School College Counselor with college admissions experience to join our faculty as the Associate Director of College Counseling beginning in the 2020-2021 school year. 

The Associate Director of College Counseling reports to the Director of College Counseling and assumes responsibility for leading, guiding, and supporting St. Mark’s students and their families through the college admissions process. In addition, the Associate Director of College Counseling will be a resource for faculty and staff regarding college admissions. Responsibilities include educating, counseling and supporting students and their families throughout the college selection process that begins formally in the spring of the Junior year but includes family and student inquiries prior to the start of the formal process. 

The Associate Director of College Counseling will work with students individually and in small groups, will build relationships with parents, will write letters of recommendation, provide feedback on applicant essays, advise students on course selection, take part in professional development opportunities, and participate in projects and activities in support of the college admissions process. At St. Mark’s, we commit to knowing each boy, and in the role of College Counselor, the responsibility for knowing boys well is essential.
Responsibilities

- Work closely with students and families to support them during all phases of the college admissions process
- Write letters of recommendation for half of the Senior class
- Meet with students and families throughout the year
- Present workshops for parents and students
- Assist in coordinating standardized testing for St. Mark’s students
- Serve as an Advisor in the Upper School
- Establish and maintain good relationships with college admission officers on behalf of St. Mark’s School of Texas

Experience / Qualifications & Skills

- Bachelor's degree required, master’s degree preferred
- A minimum of 3-5 years experience as a college counselor in Independent Schools with experience working in selective college admissions or 3-5 years experience working in selective college admissions
- High degree of empathy and patience combined with a genuine interest to know students
- Excellent communication skills: active listening, strong writing, and effective speaker
- Strong organizational and time management skills and a demonstrated ability to meet deadlines
- Ability to respond effectively and timely to needs as they arise
- Experience managing high expectations and demands from constituents
- In-depth knowledge of college application and financial aid requirements in addition to experience with the procedures required to access these resources
- Effective organizational skills including facility with technology and database management
- A lively sense of humor, flexibility, and ability to multi-task
- Discretion and respect for confidentiality

Qualified applicants should email a letter of interest and resume to recruitment@smtexas.org.

Please look for an email confirming receipt of your materials.

St. Mark's School of Texas does not discriminate in any employment practice on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, disability, age, or veteran status.