The Out-of-Door Academy currently has an opening for a Director of College Counseling on the Uihlein (Lakewood Ranch) Campus, for the 2015-16 school year. This position will begin in July of 2015.

The successful candidate will have both a Bachelor's degree and Master's degree, as well as 7+ years of experience in the area of college counseling or college admissions. The Director will be an integral component to a three-person team, including a Director of College Counseling and a College Counseling Specialist. The Out-of-Door Academy works from a 5-year developmental platform beginning in 7th grade. The candidate will be a self-directed individual who has a broad knowledge of colleges, an understanding of highly selective college admissions, and outstanding interpersonal and communication skills. The Director needs to be solution oriented, collaborative, flexible, detail oriented, and possess exceptional writing skills in order to guide a highly motivated group of students and families through the college admissions process with transparency, integrity and empathy. They will advise approximately 35 students from each class (grades 9-12) regarding course selection, the creation of an individual and appropriate list of colleges to research, and completing all college application materials.

Responsibilities:

- Counsels students in grades 7 through 12 with the entire college selection, application and admissions process.
- Coordinates the program and calendar of all PSAT/SAT/ACT/AP testing for students including scheduling test dates, administering the tests, and pre- and post-test counseling.
- Conducts individual and group sessions, workshops and presentations in all areas of college counseling.
- Oversees advocacy, visits to colleges and on-campus visits from college representatives.
- Represents the school at relevant state and national conferences and workshops such as NACAC, ACCIS, SACAC.

Qualifications:

The successful candidate will have both college counseling and undergraduate college admissions experience, and will have 7-10 years tenure within the field. BA required, MA/MS preferred. Experience with Naviance and all school-wide technology associated with the college-counseling program required. The expectation for
Employment is contingent upon engaging in the broader life of the school by leading activities, athletic coaching, managing clubs and/or service groups, or serving on academic committees as determined by the Head of School.

Salary/Benefits: Highly competitive and commensurate with experience. Benefits include health care (100% paid for single employees) and retirement are generous and grow with tenure. Tuition remission is 50% for each child plus an opportunity to qualify for financial assistance.

Physical Requirements and Work Environment: Work in standard office conditions and climate.

The Out-of-Door Academy is an equal opportunity employer. Interested candidates for the Director of College Counseling position should visit our career center and complete an on-line application at www.oda.edu/careers.

In addition, a letter of interest, resume, three professional references, and two sample letters of recommendation should be electronically submitted to DirectorofCC@odathunder.org.