



ST. MARY'S ACADEMY

POSITION TITLE: College Counseling Coordinator
DEPARTMENT: Counseling
REPORTS TO: Director of College Counseling & Principal
FLSA: Exempt Status
JOB STATUD: Regular, Part-time
FTE: .50/ 10 Month Employee (Schedule 10am-2pm) *schedule may change due to department and school needs.*

MISSION STATEMENT:

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

GENERAL SUMMARY:

The College Counseling Center Coordinator responsibilities include planning and organizing the clerical operations of the Counseling Center. It is fundamental to be a team player in assisting both the college counseling program and supports the Personal and Academic Counselors as needed. A strong commitment to our mission which does include Equity, Diversity and Inclusion is essential.

Essential functions of the job may include but are not limited to the following:

- Actively supports, models and incorporates the school's mission into daily activities as outlined in the above mission statement.
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission
- Demonstrates commitment to racial equity, with experience in racially diverse settings or working with diverse communities.
- Greet with hospitality and assist students, parents, faculty, staff and other visitors to the counseling center.
- Demonstrates success at working effectively in a diverse, collaborative team environment, with skills in promoting inclusion and cultural responsiveness.
- Assist counselors for the purpose of supporting them in the completion of their work activities.
- Track deadlines and manage details related to collection of application materials (transcripts, letters of recommendation) and college application submission.
- Assist counselors in publication and distribution of information via handouts, websites, regular mail, locker notes and email.
- Perform data entry required to maintain several databases.
- Perform various clerical duties such as; filing, scanning, faxing, note taking, email, proof reading, organizing the resource center, etc.
- Assist students in scheduling appointments with counselors.

- Assist in the coordination and implementation of AP, Pre ACT and PSAT.
- Assist in the coordination of several evening programs (College Nights, Financial Aid Night, Awards Night)
- Assist and support the Personal & Academic Counselors.
- Other duties as assigned by the Principal, Director of College Counselors and Director of Academic Support.

Knowledge skills and ability required:

- Demonstrate organizational and communication skills.
- Ability to work with a diverse community.
- Flexibility and creativity is required to meet the changing needs of the counseling department.
- Specific abilities required to perform the functions of the job include; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working calmly under pressure, setting goals and priorities; working collaborative with a team, accurately working with detailed data.
- Competency in computer applications (Word, Excel, Naviance, PowerSchool)
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Physical Requirements:

- Ability to sit and/or stand for extended periods of time.
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with SMA community or off campus. Communication forms can include but are not limited to; in-person verbal and non-verbal, written, email, telephone and public speaking to medium to large groups.

SALARY:

Salary will be commensurate with qualifications and experience.