Assistant Director of College Counseling

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, and equity and inclusion. Our school community is vibrant and diverse. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one’s sense of self, values, and goals, and thoughtful consideration of individuals’ responsibilities to others and the world.

The Assistant Director of College Counseling will join a collaborative and student-centered team that includes the Director of College Counseling, Senior College Counseling Associate, and Assistant to College Counseling. The ideal candidate will be a team-oriented, experienced professional with a passion for working with high school students and providing guidance and support in all aspects of the college search and application processes.

Principal Responsibilities:

- Assist, guide, and partner with students and their families through all aspects of the college selection, application, and admission, process in a manner that recognizes and highlights each student’s strengths and individuality
- Write thoughtful and thorough counselor recommendation letters for each assigned senior and any relevant programs for students in caseload as needed
- Support seniors with resume and essay writing and review as well as standardized testing and scholarship/financial aid processes
- Facilitate course registration advising as it relates to college admission preferences
- Design and contribute to the creation, planning, and execution of informative and educational programming for students and families
- Conduct outreach and develop relationships with colleges, universities, and professional organizations
- Contribute to writing and crafting of print and online communication resources, including the school profile and online portal
- Actively pursue growth in the field, such as attending and presenting at local, regional, and national conferences as well as college visits, counselor programs and fly-ins, and visiting college campuses
- Represent and be a positive ambassador for Westridge and actively engage in our Upper School community, including attending student-centric activities
- Establish solid working relationships with admission counselors from around the world
- Work collaboratively with the Director of College Counseling to support all aspects of the college counseling program
• Act as an advocate and cheerleader for students
• Perform other duties as appropriate

Qualities & Attributes:
• Ability to communicate effectively with students, parents, faculty, staff, and administrators, including strong public speaking and writing skills
• An unequivocal enthusiasm for working with high school students as well as the sense of humor and patience needed to work effectively with this population
• High level of emotional intelligence as well as a strong work ethic, interpersonal skills, and professional integrity
• Detail-oriented approach to work, high level of accountability, and demonstrated ability to simultaneously manage numerous comprehensive tasks, anticipate and meet deadlines, use time effectively, and problem-solve independently
• Highly dynamic with strong networking and outreach skills
• A team player with a “roll up your sleeves” attitude
• A thought partner, able to both strategize and execute
• Flexible and able to pivot when necessary

Additional Requirements:
• A bachelor’s degree (advanced degree a plus) and a minimum of three years of experience in either college counseling or college admissions are required (five+ years preferred)
• Technologically savvy with proficiency in Microsoft Office (especially Word, Excel, and PowerPoint) and the willingness to learn additional software (Naviance)
• Deep understanding of selective college admission trends and financial aid processes
• Ability to function and collaborate effectively as part of a team that values each member’s voice
• Demonstrated commitment to and competency in diversity, equity, and inclusion and to advocating for every student regardless of race, ethnicity, sexual orientation, gender identity, religious preference, and physical ability
• Proficiency in Spanish or Mandarin is a plus
• Criminal background check and clearance required

Salary & Schedule:
This is a permanent, full-time, exempt position with an annual salary between $115,000 - $130,000. Salaries are determined by years of experience and education. Flexibility is required to work different hours and weekends for special events when necessary. This position is eligible for Westridge’s comprehensive benefits package that includes paid time off, medical, vision, dental, and generous 403b retirement options.

Procedure to Apply:
Interested candidates should submit via https://bit.ly/Westridge_AsstDir_CollegeCounseling_AppForm the following materials confidentially in one, single PDF file:
• A cover letter indicating the candidate's particular interest in and qualifications for the position
• A current résumé
● A statement of educational philosophy
● The names, addresses, and telephone numbers of five references, including at least two recent supervisors. References should speak to the applicant’s ability to be an effective educator and administrator, to work successfully with children, and to work collaboratively and collegially with adults (references will be contacted only with the candidate’s permission).

Timeline:
● Applications are being accepted for immediate consideration
● Start date: August 2024

Please address any questions by email to julie@strategenius.org or by phone at 415-881-7105

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.westridge.org