



CONFIDENTIAL

Norfolk Academy Associate Director of College Counseling

Founded in 1728, Norfolk Academy is an independent, non-sectarian, coeducational day school of approximately 1200 students in grades 1-12. Located on a 64-acre campus in the Hampton Roads area of Virginia, the school for generations has prepared young men and women not only for the most selective colleges and universities in the country but also for lives of learning, leadership, and service. An honor code is central to the school's philosophy, as are traditions such as a public speaking program, seated lunches with students, open lockers, and daily assembly. Norfolk Academy is committed to the professional growth and development of its faculty and administration through grant programs for technology and collaborative summer work as well as funding for graduate education, conference attendance, and other professional growth opportunities. Twice cited as a Blue Ribbon School, Norfolk Academy enjoys a premier position among independent schools in the United States.

The Norfolk Academy College Counseling team ascribes to the philosophy that we are equal parts resource, guide and advocate for the students and families in our community. The Associate Director should have extensive knowledge of current trends and issues in college admission and be an exceptional communicator. Building and sustaining relationships with, and on behalf of, Norfolk Academy students and families, is central to our work.

The specific responsibilities of the Associate Director will include maintaining a student caseload of between 40 and 60 seniors and between 40 and 60 juniors over the course of each academic year. This will include engaging in individual and family counseling as well as formal presentations to a variety of constituencies as part of our educational and support programming. The Associate Director will write an official letter of recommendation for each senior in his or her caseload and will support individual students in their pursuit of merit scholarships, and participation in special programs. Candidates should demonstrate exceptional written and verbal communication skills, strong organizational ability, an understanding of and commitment to deadlines and a desire to know his or her students comprehensively. The Associate Director should be comfortable using online technologies such as Naviance/Scoir/MaiaLearning/Cialfo, YouScience as well as presentation technologies and social media tools. The Associate Director will be a contributor to the many communication initiatives supported by the College Counseling team and will partner with the Director to plan and implement creative educational programming to reflect the evolving needs of our community and the changing landscape of the college admission process. Experience with campus programming efforts and the ability to manage a large number of project details, is essential. Norfolk Academy is committed to serving students from a variety of socioeconomic backgrounds; thus, the Associate Director must have a strong command of financial aid issues as he or she considers the needs of each student. The Associate Director will actively cultivate relationships with college representatives who visit Norfolk Academy and will be encouraged to travel to college and university campuses, independently, or as a participant in organized tours. He or she is encouraged to pursue active involvement in local, regional, and/or national professional organizations.

In addition to the foregoing, the Associate Director should possess a sense of humor commensurate with the stresses and challenges that inevitably confront the work of college counseling. He or she should be thoughtful, comfortable, accessible and effective in individual and group settings alike.

Norfolk Academy welcomes applications from candidates with a minimum of five years of college counseling or college admission experience in independent school or postsecondary settings respectively. Teaching and coaching experience and an interest in sponsoring student-run organizations or activities are also desirable but not essential.

Interested candidates should reach out to Ms. Jennifer Scott, Director of College Counseling for additional information.
jscott@norfolkacademy.org

Resume and Cover Letter

Writing Samples (2)

Completed Norfolk Academy Faculty Application