



Pine Crest School is a pre-kindergarten through grade twelve day school of approximately 2600 students located on two campuses in vibrant South Florida. At Pine Crest, our goal is to ensure that students learn how to navigate their futures with adaptability, intellectual vigor, sustainability, cultural sophistication, and independent leadership.

Our students choose from an array of academically rigorous courses, including 31 AP courses and eleven post-AP seminars. Visit our academic profile at:

[www.pinecrest.edu/academicprofile](http://www.pinecrest.edu/academicprofile)

We are expanding our office and seeking candidates for the position of **Assistant/Associate Director of College and Academic Advising**.

The successful applicant will join a dynamic team of college counseling professionals. In addition to counseling approximately 45 students in each graduating class, the counselor will be expected to:

- Travel nationally to attend conferences and visit colleges and universities;
- Devise, implement, and plan college counseling events and programs for students and families;
- Build and foster relationships with admission officers from around the country.

The ideal candidate will possess the following background and skills:

- Bachelor's degree and preferably a Master's degree.
- 5-10 years of experience in a selective college's admission office and/or in a college counseling office at an independent school.
- Excellent writing skills.
- Ability to use multiple technological tools.
- Willingness to contribute to a thriving and evolving program that constantly seeks new approaches to serving its students and families better.
- A strong work ethic, excellent organizational skills, flexibility, and a willingness to collaborate with other members of the office.
- Ability to meet deadlines.
- Ability and willingness to work nights and weekends as needed.
- Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.
- Awareness of issues and trends in college admission, higher education, and testing, as well as a professional interest in keeping up-to-date about specific colleges and maintaining membership in professional organizations.

Interested candidates should submit a letter of interest and a resume to Kathleen Sullivan, Senior Associate Director of College and Academic Advising ([kathleen.sullivan@pinecrest.edu](mailto:kathleen.sullivan@pinecrest.edu)).