



**Cary Christian School**  
**Director of College Counseling - Job Description**

**Job Title:** Director of College Counseling

**Reports to:** Associate Headmaster

**Department:** Regular Full-Time Staff

**Position Requirements:**

- A bachelor's degree from an accredited college or university
- Previous experience working in a school environment, preferably in the college counseling area
- Strong planning, organizational, and communication skills
- MS Office proficiency (Word, Excel, PowerPoint)
- Knowledge of school internet-based systems and databases

**Specific Responsibilities:**

- Coordinate and administer the PSAT/NMSQT, and AP exams. (Historically, the PSAT/NMSQT falls in the second week of Fall Break, and the AP exams are given in early- to mid-May.)
  - Registration set-up through Veracross
  - Communication with parents via Veracross and/or The Knightly News
  - Ensuring accurate registrations and payment
  - Arranging testing sites and proctors
  - Conducting proctor training
  - Assisting with professional administration of exams
- Work within the college counseling database:
  - Migrate transcripts
  - Calculate GPAs
- Set up college visits and greet college representatives when they are onsite
- Oversee and coordinate grade specific college meetings for parents and students
- Help plan and coordinate college counseling events, including a college fair, college visits, and Career Connection days
- Put together grade-wide information packets
- Proofread documents
- Assist with other tasks, as necessary
- Assist with college applications and counselor letters necessary for applying to colleges

- Work with rhetoric school teachers in ensuring the process of writing letters of recommendation

Qualified applicants should submit their interest to Carol Ashworth, Human Resources ([cashworth@carychristianschool.org](mailto:cashworth@carychristianschool.org)) to be considered and invited to submit application. Please include your resume and cover letter with information about the church you attend and why you desire to apply.