



URSULINE ACADEMY

Growth. Values. For Life.

COLLEGE COUNSELOR JOB DESCRIPTION

JOB TITLE: College Counselor
DEPARTMENT: Upper School
REPORTS TO: Director of College Counseling and the Upper School Principal

POSITION OVERVIEW:

Ursuline Academy is expanding its Upper School Counseling Department with the addition of a second person to support college counseling. This position will involve two primary functions. First, this role supports students and families throughout the college admissions process by providing individualized guidance, strategic planning, and comprehensive programming. This role requires strong knowledge of college admissions trends, excellent interpersonal skills, and a commitment to helping students identify and pursue the best fit for their post-high school education. Second, this position will also support the Upper School with other academic responsibilities that could include teaching and program management.

SPECIFIC DUTIES:

Academic Environment

- Advise and guide students and parents through the college admissions process, including Junior and Senior year course scheduling, college selection, applications, essays, and decision-making.
- Develop and/or deliver programming to address students' academic and personal growth.
- Aid in planning and teaching multiple sections of the Junior Seminar course on college planning.
- Build strong, supportive relationships with students and families to ensure a thoughtful and individualized college counseling experience.
- Assist students with selecting appropriate courses for their Junior and Senior years that align with their college goals
- Write personalized and comprehensive letters of recommendation.
- Prepare and submit supporting documents to colleges and universities.
- Counsel students and families on financial aid, scholarships, and affordability considerations.
- Cultivate and maintain relationships with college admission representatives, both those who visit Ursuline Academy and those who do not visit.
- Coordinate and host college visits and information sessions.
- Visit various colleges and universities to remain informed and better assist students with the right college selection for them.
- Administer standardized and AP tests to students as needed.
- Participate in events outside of the regular work schedule (Orientation, Open House, Conferences, Guidance Nights) to provide information about the college process.
- Perform other duties as assigned.

School Community

- Attend Graduation Ceremonies, Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc. and serves as chaperone, as require.
- Demonstrate support of students through attendance at social and extracurricular events across divisions.
- Serve as a positive ambassador for Ursuline Academy in the community.
- Demonstrate a willingness to serve the school community with time and talents in activities outside of the counseling office.
- Assist in upholding and supporting school rules.

Communication

- Maintain timely and professional communication with families, responding to inquiries within one business day.
- Document significant communications and follow up as appropriate.

Professionalism

- Exhibit expertise by remaining up to date on research and trends, attending professional development opportunities, when needed.
- Model professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families.
- Perform duties as assigned including car line, cafeteria monitoring, hallway coverage, etc. as required by the Principal.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attend and actively participates in all meetings and in-service days.

Alignment with Mission, Core Values and Portrait of an Ursuline Educator

- Actively uphold the school policies and procedures detailed in the Employee Handbook and Faculty Handbook.
- Attend school liturgies, prayer services, retreats, and other mission-directed events or activities, as planned.
- Actively monitor and ensure student adherence to Student Handbook policies and procedures.
- Model desired behaviors for students both in and out of school, including maintaining standards of school behaviors.
- Enthusiastically engages in professional development activities designed to support professional growth.

QUALIFICATIONS:

- Bachelor's degree in education, counseling, or a related field required; Master's degree preferred.
- Prior experience in college counseling, admissions, or secondary education preferred.

- Strong understanding of the college admissions process and trends.
- Proficiency with educational technology and college counseling platforms (e.g., Naviance, Common App).
- Excellent interpersonal, communication, and presentation skills.
- Excellent organizational, prioritization, and time management skills including the ability to plan and manage projects.
- Strong analytical and problem-solving skills.
- Ability to work collaboratively with students, teachers, parents, volunteers and school administration.
- Ability to navigate challenging situations with discretion, diplomacy and professionalism.
- Ability to work independently as well as collaboratively in a team environment.
- Passion for bettering the lives of students.
- Desire to seek out professional development activities related to the latest instructional strategies, student growth and best pedagogical practices.
- Willingness to be an active, enthusiastic member of the Ursuline community.
- Ability to maintain confidentiality at all times regarding the Ursuline community.

PHYSICAL DEMANDS:

Work is primarily performed in an indoor environment. The position requires frequent walking, standing, sitting, reaching, and lifting up to 10 pounds. Specific vision ability required, including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate to high. The employee may be exposed to moving equipment, toxic fumes, chemicals, and infectious diseases. While performing the duties of this job, the employee occasionally works in outside weather conditions exposed to extreme cold and or extreme heat.

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