



POSITION STATEMENT

ASSOCIATE DIRECTOR OF COLLEGE COUNSELING

OVERVIEW:

Brooklyn Friends School (BFS), a thriving PreK-12 grade school located in vibrant Downtown Brooklyn, seeks a passionate and dynamic educator to serve (effective July 2022) as Associate Director of College Counseling. Brooklyn Friends is a community of eager-to-learn and engaged students and highly committed and talented colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. Our [school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

Specific Responsibilities Include:

This position reports to the Director of College Counseling.

- Advise a cohort of about 30 students and families on all aspects of the college admissions search, application, and financial aid process.
- Provide support for students and families through one-on-one meetings that include, but are not limited to, editing essays, interview preparation, college list development, athletic and/or artistic recruitment, and financial aid.
- Write comprehensive letters of recommendation that highlight a student's experience through the Upper School.
- Facilitate a bi-weekly Junior College Seminar during the Spring semester.
- Collaborate with the Director of College Counseling to explore, create, and refine opportunities and programming for all Upper School students and families.
- Willingness to enthusiastically engage with students and colleagues across the Upper School.
- Participate in professional development opportunities relating to college counseling and college admissions at the local, state, and national levels.
- Participation in some evening, weekend, and overnight programs is required.

- Other duties specified by the Director of College Counseling and the Upper School Leadership Team, including but not limited to, serving as a club and grade-level advisor.

Qualifications and Characteristics Sought:

Educational Leadership

- Candidates must demonstrate a passion for working with students and be able to view the role through an equity and belonging framework, which is responsive to the unique needs of each student. College Counseling at BFS is highly collaborative, so successful candidates must be team-oriented.
- Bachelor's degree required; master's in counseling, higher education, or related field preferred.
- At least 3-5 years of experience in college admissions and/or college counseling.
- Demonstrate a strong desire to work with students and families within a diverse community.
- Possess extensive and nuanced knowledge about the ever-evolving landscape of college admissions.
- Desire to be highly collaborative while also being comfortable with autonomy.
- Clear and confident presenter in small and large groups.
- Exceptional writing, leadership, and interpersonal skills.
- Experience in curriculum and/or program development.
- Commitment to social justice, anti-bias education, and Quaker values.
- Ability to meet and adhere to multiple deadlines and strong organizational skills.

Additional Considerations

Although not required, the following areas of knowledge would be helpful:

- Independent schools, particularly Quaker schools
- International Baccalaureate Program
- Athletic recruitment
- Fine and performing arts recruitment
- International admissions
- Data collection and analysis

To apply, please provide the following:

1. Cover letter addressed to the Director of College Counseling. Along with punctuating your interest and experience, your cover letter should also address how you feel that your professional journey aligns with our school's Quaker values and pillars of social justice and civic engagement.
2. Resume/Curriculum Vitae
3. List of three references

Please email the above attachments (if possible as a single PDF) to: hr@brooklynfriends.org and put **Associate Director of College Counseling** in the subject line.