**Ass​istant​ Director of College Counseling**  
The role of the ​​Assistant Director of College Counseling at Palmer Trinity School is an exceptional opportunity to grow your career as a College Counselor at one of Miam​i, Florida's​  
premier independent schools. This 10-month position begins July 1, 2018 for the 2018-2019 academic year. Salary will range between $50K- $60k commensurate with experience.   
  
Reporting to the Director of College Counseling, the Assistant Director will be an integral member of the college counseling team, which works collaboratively to build relationships with students and families and educate them through the course selection, college search, application and decision making process. The Assistant Director will support the Director in delivering an exceptional, comprehensive and supportive college-counseling program. As a diverse, inclusive school devoted to preparing our students to live and work in an increasingly globalized and multicultural society, Palmer Trinity is particularly interested in professionals with demonstrated interest in working in this type of school setting.

Key responsibilities include:  
  
• Advising and effectively supporting approximately 1/3 of the our junior and senior classes who hail from over 30 countries through each phase of the college process

• Writing detailed, personal and incisive letters of recommendation in support of counselees

• Communicating clearly and effectively with students and parents on all issues and trends related to college admissions, standardized testing and financial aid  
  
• Working closely with the Director to organize and run college counseling events and to develop new programming  
  
• Staying abreast of new programs and policies at colleges and universities  
  
• Maintaining and developing strong relationships with admissions officers at a wide array of colleges and universities  
  
• Representing Palmer Trinity School (its curriculum, mission and students) to colleges and universities in a manner that best supports the interests of the school and its community

• Possessing depth of knowledge about college admissions, national trends, testing and the application process in order to serve as a resource for the Palmer Trinity School community

Key requirements and qualifications:

Successful candidates will have a minimum o​f ​2 ​years of relevant experience in selective college admissions or college counseling and a B.A. or B.S. Candidates must also possess excellent communication skills - be a strong writer, a compelling speaker, a thoughtful listener, and have strong time-management skills. Empathy, energy, flexibility, maturity, optimism and a strong work ethic will be highly valued in this position, as well as the ability to function in a dynamic and fast-paced office environment that encourages collaboration, congeniality, and collegiality.​ Applicants must be able to work in the United States. ​Qualified applicants should submit a cover letter, resume and, a list of three references to Mrs. ​Fabiola L. Mathelier​ at ​fmathelier​@palmertrinity.org. To find out more about the school, candidates should visit our website at www.palmertrinity.org/page.