



# CISTERCIAN PREPARATORY SCHOOL

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**Job Title:** Co-Director of College Counseling

**FLSA status:** Exempt

**Department:** Upper School

**Reports to:** Headmaster

**Location:** Irving, Texas

**Position Type:** Full-time

**Supervisory Duties:** No

**Date Posted:** 12/1/24

## OVERVIEW

Cistercian Preparatory School (Cistercian) is an all-boys school rooted in the life and spirit of Catholic monasticism. It offers talented and motivated young men (grades 5-12) of all faiths challenging programs within a supportive community. An eight-year, all-advanced honors curriculum that is identical and shared for all 40-48 students of a given Form (grade), the profound communal nature of the pace, depth, and breadth of the academic program allows each student to develop his strengths while discovering his greatest individual success is found in applying his talents for the sake of others.

## SUMMARY

College Counseling at Cistercian is an integral part of the school's overall formation program, designed to lead young men to a deeper understanding of their individual talents, characteristic learning styles, academic interests and vocational goals. This position is for one of two Co-Directors of College Counseling responsible for advising, supporting, and accompanying students and their families through the journey of the college admissions process so that it can be authentically transformational for a young man, as well as enhancing Cistercian's strong relationships and reputation with colleges and universities. Reporting directly to the Headmaster, each Director provides grade-appropriate college process programming from the 9<sup>th</sup> grade leading up to junior year when 20-25 students are formally assigned. The responsibility of knowing each young man and helping him come to better know and understand himself is vital.

## RESPONSIBILITIES

### Support Students and Families

- Provide empathetic expertise and transformational guidance throughout the college process
- Prepare counselor recommendations for 20-25 seniors; prepare and transmit Cistercian's supporting documents to colleges and scholarship organizations
- Offer effective inspiration for and feedback on students' college applications, personal statements, supplemental essays, as well as offer inspiration for and feedback on students' applications for pre-college summer programs
- Offer effective assistance with college interviews as needed
- Host occasional informational evening and weekend events for students and parents: grade-level college nights, financial aid services, college representative visits, etc.
- Maintain open, positive, and responsive communication with students and parents
- Share and promote scholarship, academic, summer program/internship information

### Support Administration and Faculty

- Compile statistics on college applications and matriculations (Cistercian currently uses Scoir)
- Counsel faculty and coaches on how to support students through the college selection process and how to write effective letters of recommendation
- Coordinate with the Director of Communications to ensure that college counseling web pages are current and informative and to publish the annual Cistercian College Profile

- Work with the Standardized Testing Coordinator to support the administration of AP and PSAT testing through advising students and parents about appropriate testing goals
- Give advice and perspective about the role of standardized testing (SAT and ACT), including early assistance in how to approach testing, how to determine which test to take, and when to prep, etc.

#### Liaison to College Admission Offices

- Clearly articulate the uniqueness and strengths of both the Cistercian Program and its students
- Work with admissions offices throughout the country (and globally if appropriate) to maintain a comprehensive understanding of the college admission landscape and to support students as applicants
- Oversee visits of college admission representatives to Cistercian
- Participate in professional activities that promote the goals and students of Cistercian, such as conferences with NACAC, TACAC, College Board as well as visiting colleges and universities

#### **SPECIFIC SKILLS AND ABILITIES**

- A thorough understanding of the application process at public and private colleges and universities, and of the evolving college-admission landscape
- Excellent writing, public speaking/presenting, and interpersonal skills to communicate proactively, empathetically, and effectively with constituent groups from diverse backgrounds (students, parents, faculty, staff, administrators, and admissions officers)
- Excellent relational skills and knowledge of the developmental needs of high school students in guiding them through a transformative journey toward self-knowledge and college admission
- Ability to maintain both a big-picture mission-oriented focus as well as attend to critical details
- Ability to work under pressure and meet deadlines, while handling multiple assignments
- Deep knowledge of the financial aid processes and services in college application
- Willingness to travel to visit colleges and participate in admission conferences

#### **QUALIFICATIONS AND COMPENSATION**

- Bachelor's degree required; master's degree preferred
- 5-10 years' experience in selective college admission and/or in a high school college counseling office
- Compensation commensurate with experience.

Cistercian Preparatory School does not discriminate on the basis of race, color, creed, nation or ethnic origin, or religious preference in the administration of its employment, admission and education policies, financial aid programs, athletic programs, and other activities.

Qualified candidates should complete an online application for employment at (<https://school.cistercian.org/contact-us/employment/>).

Please direct all inquiries and resumes to Lisa Richard at Cistercian Preparatory School ([lrichard@cistercian.org](mailto:lrichard@cistercian.org)) and visit <https://school.cistercian.org> for additional information about the school.

***Candidates invited to interview will be required to submit a recent (redacted) writing sample of a college/scholarship letter of recommendation.***