Assistant or Associate Director of College Counseling
Berkeley Preparatory School
Tampa, Florida
berkeleyprep.org

Southern Teachers is assisting Berkeley Preparatory School in its search for an Assistant or Associate Director of College Counseling who will also serve as an Academic Dean for grades 11-12. The Assistant or Associate Director supports and guides upper division students and their parents through the college search and admission process. He or she also oversees the academic progress of an assigned group of students as they move through their junior and senior years.

The ideal candidate holds a bachelor’s degree in a relevant field, with a master’s degree and experience in college counseling and/or selective college admissions. He or she has strong interpersonal, communication, and organizational skills; familiarity with goals, objectives, and mission of an independent college preparatory school; the ability to respond effectively to the needs of a diverse and demanding student population; knowledge of colleges, their academic programs, admissions policies, and financial aid policies and procedures; exemplary writing skills; and prior experience writing letters of recommendation.

Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal-affiliated, independent, college preparatory school with an enrollment of 1,380 students in grades prekindergarten through twelve. Berkeley is located on a beautiful, well-equipped 86-acre campus, with 29 state-of-the-art buildings. Graduates are well-rounded individuals who have learned the core values of discipline, diligence, and integrity and have excelled in the academic, co-curricular, and character realms. The school seeks to educate the whole child by nurturing students’ intellectual, emotional, spiritual, and physical development so they may attain their highest potential. Berkeley is also committed to providing an inclusive and diverse learning environment that encourages values and recognizes each student as a unique individual.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.