Associate Director of College Counseling
Woodberry Forest School
Woodberry Forest, Virginia

[woodberry.org](http://woodberry.org)

Southern Teachers is helping Woodberry Forest School seek an Associate Director of College Counseling to join a four-person team in conducting all aspects of support for college search and admissions, which entails educating students and their parents/guardians about various colleges and universities, admissions processes and trends, financial aid and scholarship applications, and standardized testing options.

The Associate Director will work with families primarily in the sophomore, junior, and senior years with counselor-student pairings made in the junior year. He or she will work directly with approximately 35 students in each class. The Associate Director will help students identify colleges of interest, support them in completing their applications, write thoughtful recommendation letters, and advocate appropriately for students. He or she will serve as a resource for parents, and participate in professional organizations, conferences, and college visit programs. As a member of a boarding school community, the Associate Director will live in campus housing and be involved in other aspects of school life.

The ideal candidate has a track record of successfully collaborating with students and teachers, professional experience in college admission or college counseling, a desire to work closely with a range of talented students, and a sense of humor. Candidates will possess excellent communication and organizational skills, including being a strong writer, a good listener, and detail and deadline oriented. A bachelor’s degree is required.

One of the premier independent boarding schools in the nation, Woodberry Forest School serves boys in grades nine through twelve. Located on 1200 beautiful acres in Madison County, near Charlottesville and Washington, DC, Woodberry is an all-boarding school serving approximately four hundred students from the United States and abroad. Nearly all faculty live on campus and seek to know, challenge, and love each student.

To apply, please complete the online [Application](http://woodberry.org) 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.