Assistant/Associate Director of College Counseling  
Porter-Gaud School  
Charleston, South Carolina  

portletgaud.edu

Southern Teachers is assisting Porter-Gaud School with its search for an Assistant/Associate Director of College Counseling to partner with the Director of College Counseling and an administrative assistant in overall administration of the college counseling program. The “Assistant” or “Associate” title will depend on the successful candidate’s qualifications.

The Assistant/Associate Director’s primary responsibilities include organizing and maintaining the 9th and 10th grade college admission preparation program; counseling and assisting students and families as they move through the college research, application, and selection process; presenting informational sessions to parents and students both individually and in groups; working with the Director to organize and execute college counseling events; managing college rep visits; assisting the Director with writing official school recommendations; and assisting with the dissemination of information and coordination regarding standardized tests. He or she keeps up to date on college admissions trends and issues, visits college campuses, and works with student advisors and department chairs to advance the department’s efforts and to research students’ academic opportunities beyond the school.

Candidates should be self-starting team players with current or recent experience as college counselors and who have compelling public speaking talents, strong written and verbal communication skills, and computer and technology competence. Ideal candidates will have a master’s degree and experience in both independent schools and college admissions.

Serving over 1,000 students, 430 in the Upper School, Porter-Gaud is an Episcopal, coeducational, independent, college preparatory day school with a diverse student body. The school acknowledges the sovereignty of God, recognizes the worth of the individual, and seeks to cultivate a school community that endows its citizens with a foundation of moral and ethical character and intellect. Porter-Gaud fosters a challenging academic environment that honors excellence in teaching and learning, respects differences, expects honesty, and applauds achievement. The school strives to create an environment that nurtures and protects what it values most in its children: their faith, their curiosity, their talents, their integrity, their humanity, and their dreams.

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.