Southern Teachers is assisting TMI Episcopal in its search for an Associate Director of College Counseling. Reporting to the Director and working closely with other members of the Department of College Counseling, the Associate Director will be involved in all phases of the student development and college aspiration process.

The Associate Director guides students and families through the college application process, from preparing college lists to monitoring completion of applications and testing and advising on decisions. He or she meets regularly with students and assists them in planning curricular and extracurricular choices to align best with their college aspirations. The Associate Director writes recommendation letters for 50 students; prepares a bi-weekly newsletter with timely information related to college admissions and scholarships; presents at grade-level meetings; and supports faculty regarding academic recommendation letters. He or she helps with standardized test administration and leads a variety of training sessions and workshops about use of the school’s college planning platform, essay writing, resume building, completing applications, and financial aid. The Associate Director builds positive relationships with college representatives, provides admissions updates throughout the year, and actively communicates with students, parents, and college constituencies.

The ideal candidate has two to three years of college admission or college counseling experience, familiarity with a multitude of colleges/universities and scholarship programs, and knowledge about the college admissions landscape. He or she is familiar with standard graduation requirements and types of rigorous coursework, standardized testing, trends, analysis, and financial aid application processes. Excellent writing and oral communication skills are required, and an advanced degree is preferred.

Founded in 1893, TMI Episcopal is the flagship private school of the Episcopal Diocese of West Texas and the oldest Episcopal Church-sponsored, college preparatory school in the Southwest. Located in San Antonio, TMI is coeducational and enrolls approximately 470 students in grades six through twelve with an optional JROTC program and a boarding option for students in grades eight through twelve. TMI’s mission is to provide an exceptional education with values based on the teachings of Jesus Christ that challenge motivated students to develop their full potential in service and leadership.

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.