



SOUTHERN TEACHERS

A G E N C Y

Associate Director of College Counseling Georgetown Day School Washington, D.C.

gds.org

Southern Teachers is assisting Georgetown Day School as it seeks an Associate Director to help deliver an exceptional, comprehensive, and supportive college-counseling program. Reporting to the Director of College Counseling, the Associate Director will be an integral member of the college counseling team, which works collaboratively to build relationships with each student and his/her family to guide students through the college search, application, and selection process. GDS is a diverse, inclusive school devoted to preparing students to live and work in an increasingly globalized and multicultural society. It is particularly interested in hiring professionals with demonstrated interest and experience in working in such a school setting.

The Associate Director advises and supports a third of the GDS junior and senior classes through each phase of the college application process. He or she writes detailed, personal, and incisive letters of recommendation; communicates clearly and effectively with students and parents on all issues and trends related to college admissions, standardized testing, and financial aid; and works closely with the Director to organize and run college counseling events and to develop new programming. The Associate Director stays abreast of new programs and policies at colleges and universities, maintains and develops strong relationships with admissions officers at a wide array of colleges and universities, and represents GDS (its curriculum, mission, and students) to colleges and universities in a manner that best supports the interests of the school and its community. He or she must possess depth of knowledge about college admissions, national trends, testing, and the application process in order to serve as a resource for the GDS community.

Candidates should have five-to-seven years of relevant experience in selective college admissions or college counseling. The Associate Director should be an excellent writer, a compelling speaker, and a thoughtful listener who has effective time-management skills. He or she must exhibit empathy, energy, flexibility, maturity, optimism, a strong work ethic, and the ability to function in a dynamic and fast-paced office environment that encourages collaboration, congeniality, and collegiality. Candidates holding advanced degrees are preferred.

Georgetown Day School, with an enrollment of 1075 boys and girls in prekindergarten through grade twelve, is urban, independent, and parent-owned. Founded in 1945 as the first racially integrated school in Washington, GDS maintains a diverse student body, with 38% identifying as students of color.

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 will begin in Winter or Spring 2017.