



SOUTHERN TEACHERS
A G E N C Y

**Director of College Advising
The Montgomery Academy
Montgomery, Alabama**

montgomeryacademy.org

Southern Teachers is assisting The Montgomery Academy as it seeks a full-time Director to lead its College Advising Office. Together, the Director, the Associate Director, and the College Advising Assistant help students find the best fit to continue their academic careers, guiding them and their families through the research, application, selection, and decision-making processes for college admission.

The Director serves as a liaison between The Montgomery Academy and colleges and universities around the country and supports students in the admission process by writing letters of recommendation, completing all required forms, and serving as an advocate for MA students to colleges and universities. The Director maintains active involvement in relevant national and regional organizations such as NACAC and SACAC and manages the College Advising Office by maintaining its budget and coordinating the work of the Associate Director and the Assistant.

Candidates should have at least three to five years of leadership experience in independent school college admissions or in college/university admissions. They should have exceptional writing and oral communication skills, excellent organizational skills, familiarity and comfort with relevant technology (such as *Naviance*), and strong knowledge of and experience with the selective college admission process.

The Montgomery Academy is proud of its history of academic excellence and its commitment to each student's development. Founded in 1959, MA currently serves nearly 900 students in kindergarten through grade twelve. Its graduates matriculate to some of the nation's most prestigious colleges and universities. The MA's community pursues excellence in academics, arts, athletics, and activities by supporting and challenging students inside and outside the classroom.

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 2017.