

College Counseling Director

Type: Full-Time Administrator (12-month; reports to the Upper School Director)

Start Date: July 1, 2025

School Overview

Evansville Day School (EDS), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the greater Evansville region. The school enrolls approximately 300 students and boasts a 40-acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

Day School staff hold much more than a job: they enjoy the opportunity to be part of a dynamic learning community with myriad ways to engage students, families, and colleagues, as everyone participates in the life of the school. All Day School faculty and staff are asked to focus actions and decisions on what is best for the school and the students.

Position Summary

The Director of College Counseling leads all aspects of the college guidance program for students in grades 6–12. This includes personalized support for students and families, coordination of all standardized testing (SAT Suite, ACT, AP), oversight of faculty recommendations and school reports, and development of an internship program. The College Counselor works closely with the Upper School Director to support curriculum development, contributes to alumni affairs, and helps ensure a cohesive and intentional academic experience. This position also teaches at least one academic course annually.

College Counseling & Admissions Support

- Provide one-on-one counseling for students in grades 8–12 to support academic planning, goal setting, and the college application process.
- Provide grade-level based instruction on academic planning and the college application process during advisory blocks.
- Organize college planning events for students and families, including financial aid workshops, essay-writing workshops, and college information nights.
- Write detailed and personalized school recommendation letters for all seniors.

- Guide faculty on crafting letters of recommendation and coordinating their timely submission.
- Ensure the accurate and timely transmission of student application materials, including transcripts, secondary school reports, and EDS profiles.
- Promote EDS graduates to college admissions offices and maintain relationships with representatives.
- Help seniors and families interpret financial aid offers and make informed college decisions.
- Track and report student application outcomes, matriculations, and scholarship awards.
- Deliver an annual College Counseling Report to the Board of Trustees.

Testing Coordination & Academic Support

- Oversee all aspects of the SAT Suite, ACT, AP, and state-mandated assessments.
- Work with Learning Services to ensure accommodations for all eligible students on standardized tests.
- Collaborate with the Upper School Director on course offerings, academic pathways, and curriculum design.
- Manage Pre-AP and AP course coordination, including faculty support and student advising.
- Coordinate enrollment in online courses and track academic progress.

Internship & Enrichment Programs

- Build and oversee a meaningful internship and senior project program.
- Partner with local organizations, alumni, and families to support experiential learning.
- Monitor student performance and ensure reflective assessment of experiences.

Student Life, Alumni Engagement, and Additional Responsibilities

- Foster connections with young alumni and support alumni events and networking opportunities.
- Serve as a visible and engaged community member, supporting student life and extracurricular programs.
- Depending on strengths, take on additional responsibilities such as teaching, coaching, advising, or club sponsorship.

Qualifications

- Bachelor's degree required
- 3 years of experience in college admissions preferred
- Deep understanding of college admissions trends, testing, and financial aid
- Exceptional writing, organizational, and interpersonal skills
- Commitment to student-centered education and to fostering a diverse, inclusive community

Application Instructions

Interested candidates should submit a cover letter, resume, and contact information for three professional references to Leah Miller, Executive Assistant (lmiller@evansvilledayschool.org).

Background: All employees and volunteers agree to submit to a comprehensive background check.