



Bridgton Academy, a postgraduate boarding school for young men located in the foothills of western Maine, seeks a qualified candidate to join our College Counseling team. The College Counseling office works collaboratively with students and their families, as well as our faculty and athletic coaches, to guide students through each step of the college process.

SUMMARY OF RESPONSIBILITY AND DUTIES:

- Guide and advise postgraduate students through all aspects of the college search and application process, including academic profile and college fit, standardized testing, application completion, campus visits, and matriculation decisions. Average student caseload ranges from 45-60 students annually.
- Communicate effectively with students, the Director of College Counseling, Dean of Academics, parents, coaches, advisors, classroom teachers, and all others involved in the college search process.
- Assist with standardized testing programs, including test-day administration.
- Provide assistance with annual college fair and host college representatives visiting the Bridgton Academy campus.
- Work as a steward on behalf of Bridgton Academy by creating and maintaining relationships with colleges and universities.
- Attend appropriate conferences and professional development opportunities representing the Academy.

CORE COMPETENCIES:

- Excellent interpersonal and communication skills (both oral and written) are required, as is patience and empathy for adolescents and their families as they navigate the postgraduate experience.
- Expertise in all aspects of the college admissions/application process, knowledge of college and university profiles and programs, and NCAA athletic recruitment.
- Familiarity with commonly used platforms such as the Common Application, Naviance, the College Board, and the NCAA Eligibility Center.
- Keen attention to detail, flexibility, collegiality, and independent initiative are vital personal qualities to succeed in this position.
- Successful candidates will also demonstrate a commitment to engaging fully in boarding school life.
- Experience working with international students and an understanding of the international admissions application/college search process, is a plus.

QUALIFICATIONS: Bachelor's degree and two years relevant experience

For additional information regarding this opening, or to apply, please email a résumé, letter of interest, and any other supporting documents to Jamie Izaryk, Dean of Academics, at jizaryk@bridgtonacademy.org.

To learn more about Bridgton Academy, please visit www.bridgtonacademy.org

Bridgton Academy does not discriminate in any of its programs, procedures, or practices on the basis of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, gender, sexual orientation, military service or other protected status.