



The Master's Academy
1500 Lukas Lane
Oviedo, FL 32765
www.mastersacademy.org

Associate Director of Guidance and College Counseling

The Master's Academy College Guidance Program exists to provide an environment of individualized support that encourages and strengthens each student's ability to make positive choices in his/her life, both from an academic, spiritual as well as a personal perspective.

We are seeking to add an energetic, experienced, team-oriented, and motivated candidate who is excited about the opportunity to invest in the lives of our upper school students and partner with teachers and parents. The ideal candidate will be organized, be a strong written and verbal communicator, committed to student success, integrate solid Christian principles in their academic advising, and enjoy the challenge of multi-tasking.

A bachelor's degree is required, and professional experience in high school college counseling of at least three years is a definite plus. This position requires someone who is energized by a fast pace environment

A comprehensive understanding of testing, the college process for high school students, master scheduling experience, and polished public speaking are key components for success for this position. As the Associate Director, you will work closely with the Director and will act on their behalf when the Director is unavailable. Late evenings and weekends will be required during peak seasons in the fall and spring and for multiple night and weekend events.

Candidates should be adept with school management software such as FACTs, college counseling tools such as, SCOIR, and have expertise in Microsoft Office Suite, GoogleDocs, and Social Media.

The successful candidate will report to the Director of Guidance.

This position will have a start time that begins immediately after the interview cycle and is an 11-month position.