



College Counselor/ Student Advisor

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 their life, both from an academic and personal perspective.

We are seeking to fill an open position with 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, a strong written and verbal communicator, and committed to student success. Additionally, the candidate will integrate solid Christian principles in their day-to-day connection with families.

The Guidance office is multi-faceted and serves 6-12th grade students. Multiple years of experience with preparing students for college is a plus and highly desired, as well as the ability to assist with academic advising and overall support. Candidates should be versatile and adaptable to a fast-paced environment and handle multiple tasks and projects. Although this position is primarily focused on college and academic advising, the candidate will also serve in other areas such as financial aid/scholarships, academic intervention, testing, and scheduling.

Candidates should hold at least an undergraduate college degree, be adept with school management software such as Renweb, college counseling tools such as SCOIR, and have expertise in Microsoft Office Suite, GoogleDocs, and Social Media applications.

This position reports to the Director of Guidance.

This position will have an immediate start date.

All interested candidates should access the employee application at our website or email interest and questions to sharonvick@mastersacademy.org

Website: www.mastersacademy.org