

College Counseling Associate for 2021-2022

Shorecrest is seeking a highly organized professional to join a collaborative and supportive College Counseling team for the 2021-2022 academic year. Interested candidates must have administrative experience, respect for confidentiality, strong communication skills, and proficiency in social media or other new technologies. Last but not least, they should also possess a desire to be part of an independent school community that thrives on the relationships built outside of the classroom.

Essential Functions

- Performs administrative and secretarial assignments with minimal direction including maintaining adequate supplies, answering incoming telephone calls and emails, and maintaining individual and office calendars using Calendly and Google Suite.
- Communication liaison for faculty, staff, parents and students; creates emails, newsletters, social media content, and virtual presentations.
- Coordinates troubleshooting for the technical needs of the office including Cialfo databases and reports, PowerSchool pages, Common Application, etc.
- Manages the distribution of electronic documents to colleges and universities utilizing platforms like Cialfo, Common Application, snail mail and email in a timely manner.
- Collects information for end of the year reporting including scholarship and admission result data for the graduating class, particularly the Bright Futures Scholarship Program.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to students and coordinates College Center workshops and seminars.
- Manages the Senior Study Lounge, enforces school rules regarding student behavior, and maintains the lounge as a presentable work environment.
- Performs other duties as assigned by the Director of College Counseling.

Qualifications

- High School diploma or GED; Bachelor's preferred
- Minimum of 2 years experience in a similar position
- Ability to prioritize, manage multiple projects, and meet deadlines
- Ability to ascertain which people may need immediate assistance and to act accordingly
- Must demonstrate competency with social media platforms, word processing, spreadsheets, Google applications, Canva and Mailchimp
- Ability to use basic office equipment
- Ability to communicate effectively with all constituents in a school environment especially students
- Committed to inclusion and issues of social justice and equity
- Strict adherence to confidentiality is essential

Physical Requirements and Work Environment

- Works in a very involved and busy environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Generally works in standard office conditions and climate. May work at a desk and computer for extended periods of time.

Interested candidates should send a cover letter and resume to Tiffany Blessing, Director of College Counseling at tblessing@shorecrest.org.

Shorecrest is a designated drug-free workplace.

Shorecrest participates in E-Verify.

NON-DISCRIMINATION NOTICE

Shorecrest acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school-administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Kristine Grant, Head of Middle School, 5101 First Street Northeast, St. Petersburg, Florida 33703, (727)-522-2111, kgrant@shorecrest.org or to the U.S. Department of Education's Office for Civil Rights (OCR) or to the SBA. Please refer to the School's Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR or the SBA.