



**Position Title: Assistant Director of College Counseling**

**Start Date:** July 1, 2025, 12-month Position

**Position Purpose:** The Assistant Director of College Counseling supports Upper School students and families in navigating the college application and selection process. This position will report directly to the Director of College Counseling.

**Essential Functions**

- Provide counsel, support, and assistance to students and their families throughout the college application process (including personalized letters of support of each student).
- Work directly with approximately 10-12 seniors while providing specific programming in the areas of curriculum selection and extracurricular activities for underclassmen.
- Educate the greater Shorecrest community about current trends in higher education through dynamic presentations, events and programs, including First-Year Foundation, Sophomore Strategies, Junior Journey and Senior Recharge.
- Provide additional support, academic advising and development of personal narratives outside of the classroom for underclassmen.
- Draft, edit and send internal and external communications (emails, newsletters, summaries, recommendation letters, etc.) to students and families, college admission representatives, faculty, tutors, etc. as appropriate.
- Maintain and cultivate relationships with college admission officers across the country, including hosting them during their visit to campus, setting up counselor calls, etc.
- Actively participate in professional college counseling and admission professional organizations at the regional, state, and national levels (NACAC, SACAC, ACCIS, FCIS etc.) to maintain expertise and expand knowledge of emerging topics and trends in the profession.
- Plan year-end celebrations and reports for each graduating class.
- Participate in Upper School and campus-wide events as an Upper School faculty member including serving on committees, etc.
- Support on-campus and off-campus opportunities for standardized test preparation provided through Shorecrest's test prep partner, Revolution Prep.
- Performs other duties assigned by the Director of College Counseling or as appropriate for the position.

**Qualifications**

- Bachelor's degree is required; master's degree in subject matter and/or counseling is preferred
- 2-5 years of college admissions or college counseling experience preferred

- Possess an enthusiasm for working with adolescents while displaying exemplary verbal and written communication skills, creativity, flexibility, and a strong work ethic within a fast-paced environment
- Proficiency and willingness to learn appropriate technology and web tools
- Committed to inclusion and issues of diversity and equity

**School Overview:**

Shorecrest Preparatory School is a non-sectarian, coeducational PK3-12 school educating a diverse community of 1023 students to become lifelong learners in the pursuit of personal and academic excellence, physical well-being, creative achievement, and the development of a commitment to social responsibility. Known for its student-centered approach to teaching and learning, Shorecrest intentionally positions itself as offering an academic program that embraces both innovative and traditional approaches to education in a nurturing environment.

As innovation permeates the Shorecrest curriculum, so do the tenets of diversity, equity, and inclusion as guiding principles for the school community and culture. Shorecrest strives to be a place of learning and community where differences are celebrated, where unique qualities are affirmed, and where each member of the community feels valued and respected. Using its Mission Statement as a guide, the school accepts the challenges of building a community of individuals from diverse backgrounds.

**St. Petersburg, Florida:**

A mid-sized city and part of the Tampa Bay metropolitan area of nearly three million residents, St. Petersburg is well-known for its pleasant weather and is often referred to by its nickname, "The Sunshine City," for its average of some 361 days of sunshine per year. With a vibrant arts and food scene, a diverse population, and excellent health care, St. Pete offers easy access across the causeway to Tampa and the Tampa International Airport, while being a more laid-back destination with a diverse, close-knit community and easy access to the area's beautiful beaches.

In just the past few years the City of St. Petersburg has increasingly become a destination for visitors and new residents from around the country, frequently appearing high on lists and rankings for quality of life, population, economic growth, and more. Longtime residents and community members are quick to mention the role that Shorecrest has played in the city's growth and development.

**Interested candidates should send a cover letter, resume, writing samples, and the names and contact information for three references to Myronee Simpson, Director of College Counseling at [msimpson@shorecrest.org](mailto:msimpson@shorecrest.org).** References will not be contacted without notifying the candidate.