

# HOTCHKISS

## Associate Director of College Advising

Located in the scenic Berkshire-Taconic landscape in the quiet northwest corner of Connecticut, The Hotchkiss School is a community in which faculty and staff members build careers and grow as professionals. We seek to identify, recruit, and develop faculty and staff members who bring a diversity of experiences, perspectives, talents, and backgrounds. Collectively, we are dedicated to supporting the intellectual, social, and emotional growth of nearly 600 students who come from around the country and the world.

In the 2022-2023 school year, 41 percent of Hotchkiss students are U.S. students of color, 13 percent are international, and 96 percent of students are boarders from 29 countries and 37 states in the U.S. The School is eager to accept applications from individuals who are excited to support an inclusive and warm learning community for students from a wide array of backgrounds and experiences.

### **Position Summary:**

The Hotchkiss College Office is seeking a highly qualified, dynamic, and innovative person for the Associate Director of College Advising position. This is a 10-month position to begin in August 2023. The College Office is comprised of a unified team of professionals who have successfully guided students and families during many cycles of the admission process. The office prides itself on helping students learn to be thoughtful and independent decision-makers in the college admissions process. By helping students reflect on their educational and cultural values, the College Office has helped countless students find schools that suit their values and aspirations while helping them grow in independence during the process. The office has forged strong relationships with a wide range of college admissions offices by developing relationships based on candor and integrity. Hotchkiss seeks an Associate Director who will support these values and help to foster the office's strong relationships with students, colleagues, parents, and colleges.

### **Qualifications:**

The qualified candidate will possess excellent listening, counseling, and verbal and written communication skills. Strong organizational and time management skills and the ability to connect with a diverse group of students and parents are also desired. Master's degree preferred. A Minimum of seven years of college counseling and/or selective college admission experience is preferred. Knowledge and background in financial aid is a plus.

### **Duties & Responsibilities:**

Responsibilities include counseling and supporting 30-35 students in the college selection and application process, working with students individually and in small groups, building relationships with students, parents, and colleges, writing recommendations, and advising students on course selection. Responsibilities will also include residential, co-curricular, and athletic duties and other projects and activities as assigned by the Director.

Hotchkiss faculty participate actively in all aspects of community life through service in Hotchkiss' residential, advising, and co-curricular programs. Typical responsibilities of a full-time faculty member at Hotchkiss include coaching two seasons (or the equivalent) of a co-curricular team or the equivalent, regular duty in our residential program, and periodic participation in faculty committees and/or as an advisor to student clubs. Full-time faculty members are generally expected to obtain a public service endorsement on their CT driver's license within the first year of employment, so that they may drive students in school vehicles.

**Compensation:**

Salary is competitive and commensurate with experience and education level. Full-time faculty members are housed by the school. In addition, Hotchkiss provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HSA/FSA options, and retirement benefits through TIAA-CREF. Ample funding exists to support participation in professional conferences, workshops, summer study, and travel, as well as advanced degree work. Faculty are encouraged to enjoy meals in our dining hall while school is in session.

**Application Information:**

Through the online application process, located at [Hotchkiss.org/careers](https://Hotchkiss.org/careers), interested candidates should submit a cover letter that addresses interest in working at Hotchkiss with particular focus on the ability and interest to participate fully in an intentionally diverse and inclusive residential community. Applicants should also submit their résumé/CV, relevant college and graduate school transcripts, and contact information for three references. Please also feel free to submit up to two redacted letters of recommendation. The School is committed to building and supporting a diverse community where all feel safe, seen, and supported. Successful applicants will address their ability to contribute to a warm, inclusive, and exciting learning environment.

**[APPLY NOW!](#)****Additional Information:**

The essential functions and basic skills have been included in this description. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Given the persistent risks of the spread of the Covid-19 virus, all employees of the School are required to be fully vaccinated by their first day of work as a condition of employment. Employees who are unable to receive the vaccine due to disability, medical condition, or a sincerely held religious belief may request an exemption, which will be reviewed by the School to determine the availability of any reasonable accommodations.

**The Hotchkiss School is an equal opportunity employer** and is committed to basing judgments concerning the employment of individuals upon their qualifications and abilities. The School is firmly committed to equal employment and advancement opportunities for all employees and applicants in all phases of the employment process (including recruitment, hiring, assignment, terms and conditions of employment, compensation, benefits, training, promotion, transfer, discipline and termination).

In accordance with applicable law, the School does not discriminate against any individual based on age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, national origin, physical disability, race, religious creed, sex, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic.

**Department:** College Advising

**FLSA:** Exempt

**Reports to:** Director of College Advising

**Schedule:** 10 months

**Travel:** Occasional