

EMPLOYMENT OPPORTUNITY

Arrupe Jesuit High School

Denver, CO

Director of College Counseling and Alumni Support, Academics



About Arrupe Jesuit:

Arrupe Jesuit High School is a Jesuit Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit serves economically disadvantaged students from throughout the metro Denver area. By enhancing the human, intellectual, social/emotional and spiritual capacities of our students through a rigorous, innovative and affordable college preparatory education, we offer hope for a brighter future to some of Denver's neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

Position:

The Director of College Counseling and Alumni Support serves the mission and community of Arrupe Jesuit High School by overseeing students' preparation for and transition to college. This individual oversees and implements a four-year college counseling program which provides students, parents and faculty/staff guidance through the college and scholarship/financial aid processes. This individual also oversees and implements an alumni support program which fosters college persistence among graduates. The Director of College Counseling and Alumni Support serves as a member of the Principal's administrative team, collaborates with other school leaders on broader school initiatives, and functions as the chief liaison for various external stakeholders (e.g., college admissions representatives, scholarship organizations, first generation programs, etc.).

Primary Responsibilities:

- Provide operational oversight and strategic leadership in preparing all students for college as well as fostering college persistence and completion among graduates
- Supervise and evaluate the following personnel:
 - Assistant Director of College Counseling
 - Assistant Director of Alumni Support
- Develop, track and assess annual department goals related to college counseling and alumni support as well as ensuring those goals are met
- Oversee the four-year college counseling program by developing, implementing and assessing college preparation programming for all students, including:
 - College preparatory activities for grades 9-11
 - College 101 class time for grade 11
 - College Seminar class time for grade 12
- Oversee and guide students, along with their families, through the entire college and scholarship/financial aid processes, including:
 - planning and leading workshops during College Nights for families of students in grades 11 and 12
 - ensuring students take advantage of special opportunities in these processes (e.g., fee waivers, campus visits, testing accommodations, pre-collegiate programs, university partners, scholarship partners, etc.)
 - facilitating students' engagement in weekend/summer programs, tracking student progress and responding to financial aid needs

- overseeing, scheduling, planning and executing student group visits to college campuses
- working with the Assistant Director of College Counseling to plan, promote and ensure student engagement in college fairs and college representative visits/presentations
- coordinating College Board tests (i.e., PSAT, SAT, Advanced Placement) in collaboration with the Assistant Principal for Academics
- guiding a caseload of approximately 50 seniors (and their families) through these processes
- writing and managing the collection of recommendation letters for all seniors, in addition to completing all other evaluation forms
- overseeing and ensuring regular communication to students and families, including availability for meetings during Report Card Nights
- scheduling and facilitating individual conversations with students and families during the decision-making parts of these processes
- Oversee the six-year alumni support program by:
 - developing, overseeing, implementing and assessing alumni support efforts for the most recent six years of graduates (“recent graduates”)
 - overseeing and fostering regular communication with recent graduates
 - utilizing best practices in support of recent graduates’ college persistence and career development, particularly related to financial aid, major selection, course registration, internship opportunities, employment opportunities, etc.
 - overseeing and assessing the Assistant Director of Alumni Support’s annual Alumni Data Report process and finalized report
 - reviewing college persistence and completion reports and utilizing these reports for strategic planning
 - partnering with the Philanthropy department to drive alumni engagement through the collection of data, stories, opportunities to participate in school activities and events, and financial contributions where appropriate
- Maintain a robust network of college personnel and programs through regular communication, visits and informational sessions
- Offer academic advising for current students regarding honors course enrollment
- Update the school profile each year
- Participate in professional development opportunities offered by the Cristo Rey Network and Jesuit Schools Network
- Represent the school at local, state and national college admissions conferences (e.g., NACAC, College Board), college fairs, college tours and other professional development opportunities
- Assist with major school events: parent events throughout the school year, testing days, Generals Together, Senior Community Day, Graduation, etc.
- Partner with the Assistant Principal for Student Services in designing and executing Generals Together sessions focused on college counseling
- Serve on the Principal’s Administrative Team, participate in the team’s regular meetings, and collaborate with the team on broader school initiatives
- Fulfill other duties as assigned

Minimum Qualifications:

- Bachelor's degree in a relevant field
- Three (3) years of experience working in college advising
- Proven commitment to the Jesuit, Catholic values of Arrupe Jesuit High School and its mission

Preferred Qualifications:

- Master's degree in a relevant field
- Strong understanding of the academic, financial, and social barriers to college access for underrepresented, first-generation students
- Highly collaborative, dynamic leadership with the ability to manage a large number professional relationships with a variety of stakeholders
- Proven ability to lead adult teams and collaborate across departments to meet ambitious, measurable goals
- Fluency in spoken and written Spanish
- Strong oral and written communication skills with adolescents and adults
- Sound and professional judgment in communicating with adults regarding sensitive and confidential issues
- Relentless focus on results and high level of accountability
- Ability to thrive in a fast paced school environment
- Belief that all students can succeed in college and career
- Commitment to self-reflection, collaboration, coaching, continuous improvement and regular feedback processes

Compensation:

- Salary is commensurate with experience, with a target range of \$70,000 to \$78,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation, and holidays

Reports To:

Principal, Academics

Contact:

Please send a resume and cover letter to jobs@arrupemail.org.