

College Guidance Counselor

Katz Yeshiva High School of South Florida (KYHS) is seeking a College Guidance Counselor to join our dynamic college counseling team. KYHS is a Modern Orthodox Jewish high school with 350+ students in grades 9-12 located in Boca Raton, Florida.

Qualifications: College guidance and/or college admissions experience of at least three to five years and proven expertise specifically in college counseling and/or selective college admissions. Bachelor's degree required; advanced degree preferred.

The ideal candidate will have:

- strong interpersonal, communication, writing, public speaking, and organizational skills
- in-depth knowledge of universities and colleges, admission policies, application procedures and timelines, and college admissions/standardized testing
- familiarity with academic accommodations and financial aid
- familiarity with the goals and mission of an independent and/or religious school; ideally, familiarity with the unique needs of Modern Orthodox Jewish students as they navigate the path to college
- knowledge of curriculum and academic advising
- the ability to work effectively with students of varying abilities, handle concerns of parents, collaborate with teachers, and interact with college admissions officers
- exemplary writing skills with prior experience writing/editing/evaluating letters of recommendation and college essays
- strong technology skills and familiarity with Naviance and Renweb
- eagerness to collaborate, ability to work independently, and interest in being part of an energetic team
- patience, flexibility, creativity, and a sense of humor helpful

Position is flexible: full-time preferred, part-time considered. 10-month academic year. Title and salary commensurate with skills and experience. (Assistant, Associate, or Co-Director)

To apply: Qualified candidates should submit a cover letter detailing **SPECIFIC COLLEGE COUNSELING and/or COLLEGE ADMISSIONS EXPERIENCE**, resume, and professional references to HR@yeshivaHS.org.

For further information, contact:

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Thank you.

