



College Counselor

11-Month Position; Start Date: August 1, 2026

SCHOOL MISSION:

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

THE IDEAL CANDIDATE:

Pope Francis Preparatory School seeks a highly qualified and motivated College Counselor for the 2026-2027 school year. The College Counselor works closely with the Dean of Counseling & Student Services to increase student and family awareness about college, guide the college search, and support students through the application process through individual meetings, application coaching, group teaching, and other duties as assigned by the Principal and Dean of Counseling & Student Services. The ideal candidate will be an outgoing, innovative professional with exceptional organizational, interpersonal, and written and oral communication skills and impeccable integrity. In this role, the candidate must be a skilled communicator, exceptional at prioritizing work, consistently and accurately complete tasks to deadline, and must be able to comfortably multi-task.

ESSENTIAL ROLES, CHARACTERISTICS, AND REQUIREMENTS:

- Provide one-on-one college counseling through the admissions cycle including, but not limited to, creating a college list, support in writing a college essay, providing feedback to producing high quality applications, understanding of financial aid process, and making final matriculation decisions
- Write personalized letters of recommendation and complete secondary school reports for all students on their caseload
- Teach group sessions on the college application process
- Execute and monitor systems that ensure an efficient and effective college application process via Naviance and Google docs
- Cultivate and maintain strong relationships with colleges and universities
- Stay abreast of college application and data trends with students and school to inform practices and decision-making
- Coordination of college events and information sessions
- Cultivate relationships with families and partner with them throughout their student's college application process including answering questions and sharing external financial aid resources
- Create a welcoming and supportive space where students know they will receive high quality counseling for both college and career post-secondary plans
- Host occasional evening events for parents and students
- Bachelor's Degree required; Master's Degree preferred
- Track-record of success in college counseling programs as either a high school college counselor or college admissions counselor
- Knowledge of ever-changing college admissions landscape including admissions trends and requirements
- Understanding of post-secondary options and best-fit schools for students of all academic abilities
- Teaching experience preferred but not necessary
- Familiarity with using Naviance preferred but not necessary

COMPENSATION:

Commensurate with education and experience
Hiring range: \$65,000-\$75,000
Full Time position
Salaried, 11-month position (August-June)
Insurance available: medical, dental, vision
403(b): Matching opportunity

TO APPLY:

1. Email cover letter, resume, and list of three references (only to be contacted with your permission following an interview) to Mrs. Cindy Geiger, Principal, cgeiger@popefrancisprep.org.
2. Applications will be accepted until the position is filled. Interviews with qualified candidates will begin immediately.