**ASSISTANT/ASSOCIATE DIRECTOR OF COLLEGE COUNSELING**

**Upper School (Gates Mills)**

**Mastery School of Hawken (University Circle)**

Founded on the ideal that “the better self shall prevail and each generation introduce its successor to a higher plane of life,” Hawken School is a coeducational independent day school with over 1,600 students in preschool through grade 12. Our four campuses in Cleveland, Ohio provide a demanding and integrated course of study in a diverse and dynamic environment.

To learn more about us, visit [www.hawken.edu](http://www.hawken.edu).

Hawken School and the Mastery School of Hawken seek teachers and administrators passionate about progressive education who are comfortable taking risks and embracing a growth mindset. Our faculty members are constantly looking for new ways to inspire student curiosity while remaining dedicated to nurturing compassion and kindness in our students. We desire culturally competent candidates who clearly appreciate a community of teachers and learners from diverse backgrounds and perspectives and are committed to equity and social justice. We are committed to using time differently and want faculty members to expand their definition of a classroom. This means designing learning experiences for students that deepen their learning, engaging their emotions as well as their intellects.

If you are an experienced college counselor or undergraduate college admissions professional inspired by this description of our community, we encourage you to read on to learn more about this position and our school.

**ABOUT THE OPPORTUNITY**

Hawken School is seeking two knowledgeable and enthusiastic Assistant/Associate Directors of College Counseling to join our College Counseling team. Each position will be primarily based on one campus—either the Upper School in Gates Mills or the Mastery School in University Circle—while maintaining a collaborative working relationship with four other college counselors across both campuses.

One role will primarily support students following a more traditional educational path at the Upper School, while the other will focus on students pursuing a non-traditional, project-based learning experience at the Mastery School. However, the ability to effectively support and advocate for students across both campuses is essential to success in this role.

**ABOUT THE UPPER SCHOOL**At the Upper School, the academic program combines college-preparatory coursework with innovative approaches to teaching and learning:

* Students explore a dynamic curriculum that includes advanced coursework, including AP and Honors courses, interdisciplinary studies, and opportunities for inquiry-based learning.
* Emphasis is placed on fostering critical thinking, collaboration, and creativity through a balanced program of academics, arts, and athletics.
* The school integrates traditional assessments with meaningful feedback to encourage growth and prepare students for success in a rapidly evolving world.

**ABOUT THE MASTERY SCHOOL**At the Mastery School, the academic program emphasizes innovative, experiential learning:

* Students engage in real-world problem-solving, collaborating with community partners on meaningful challenges.
* The curriculum is built on project-based and personalized learning, with teaching methods designed to foster individual growth and self-direction.
* The mastery-based assessment model focuses on deep, transferable learning, providing meaningful feedback and awarding Mastery Credits that reflect enduring skills and knowledge.

**THE POSITION**

As part of a dynamic, five-member department, the Assistant/Associate Directors of College Counseling will take on leadership responsibilities and perform the following duties:

* Educate and counsel students and parents about the college search and application process
* Compose compelling school letters of recommendation for each senior advisee (average load is 35-40 students)
* Meet regularly with students (juniors and seniors) and their parents
* Serve as an advocate for the [Mastery Transcript](https://mastery.org/) among our college and university partners
* Read and provide feedback on college essays and supplemental application questions
* Help to design and teach Junior and Senior College Forum classes
* Plan and conduct college information programs regarding college admission, office procedures, financial aid, etc.
* Create and maintain strong professional ties with college admission officers
* Attend national and regional conferences, college tours, and local college events
* Assist in the administration of the PSAT and AP Exams

Candidates should have a strong understanding of and enthusiasm for Hawken’s innovative, forward-focused mission and be prepared to serve as passionate advocates for students seeking admission to competitive colleges and universities.

**QUALIFICATIONS**

A bachelor’s degree and a minimum of five years of relevant experience are recommended, along with the following skills and characteristics:

* A passion for and belief in the transformative potential of progressive education
* Enthusiasm for mentoring and coaching adolescents, with a deep understanding of their developmental needs
* A growth mindset regarding the evolving landscape of high school and college education and a belief in young people’s ability to grow and thrive
* Exceptional interpersonal skills, including the ability to build responsive, caring, and professional relationships with students, parents, and colleagues
* Strong writing skills, particularly in crafting personal, compelling, and persuasive narrative recommendation letters for students
* Expertise in guiding students through reflective and meaningful college application essays and writing processes
* Experience in planning and executing events such as college fairs, counseling programs, travel, and other related activities
* Proficiency with technology, including familiarity with tools such as Maia Learning, Slate, and Google Workspace
* A collaborative spirit and ability to communicate effectively with diverse audiences, including students, parents, and colleagues
* A commitment to professional growth, including the active, ongoing development of cultural competence and inclusivity
* Comfort with ambiguity and a “can-do” attitude, a readiness to step in and contribute wherever needed
* Strong organizational skills, with the ability to juggle and prioritize multiple tasks under time constraints
* An eye for detail and the ability to guide projects to successful completion
* Interest in and openness to achieving expertise with the Mastery Transcript, along with alignment with the [philosophical approach of the Mastery School of Hawken](https://masteryschool.hawken.edu/)

**Anticipated Start Date:** Spring 2025

**INTERESTED?**

Please send a resume, references, and a cover letter to hawkenemployment@hawken.edu.

**Hawken School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and in our student body. We strongly urge all qualified individuals to apply.**