

## **Gilmour Academy**

### **Assistant Director of College Counseling**

Founded in 1946 by the Brothers of Holy Cross from Notre Dame, Indiana, Gilmour Academy is an independent, Catholic, coeducational, college-preparatory school offering Montessori Preschool and Traditional Kindergarten through Grade 12. Located in Gates Mills, Ohio, Gilmour has a total enrollment of 700 students, which includes 426 young men and women in Grades 9-12 and a limited number of postgraduate students. 54 resident students represent 13 states and five foreign countries. 100% of our students are accepted to four-year institutions.

#### **Responsibilities:**

The Assistant Director of College Counseling will be an integral part of a team offering a comprehensive college counseling program for students in Grades 9-12. In addition to providing college counseling to students of all grade levels through group work and classroom instruction, the Assistant Director will help plan and guide students and their parents through a personalized college search, application and selection process in the junior and senior years. College counselors serve as advocates for each student and compose original, personalized letters of recommendation. They also fully participate in presentations and programs pertaining to the college process; develop positive relationships with admissions representatives through visits and active membership in professional organizations; assist in working with Gilmour alumni to help in the college search process and attend faculty meetings and partake in committee work as assigned. The Assistant Director will report to the Director of College Counseling.

**Qualifications:** The successful applicant will hold a bachelor's degree (master's degree preferred), have experience in college admissions or college counseling, understand the objectives and mission of an independent college-preparatory school, demonstrate strong written and communication skills, work effectively in a fast-paced, deadline-driven environment while maintaining a supportive and approachable demeanor in working with students, parents, faculty and college admissions professionals. Experience with standardized test preparation and administration is highly desirable.

**To Apply:** Send resumé, cover letter and references to:

Brian Horgan, Director of Upper School  
Gilmour Academy  
34001 Cedar Rd.  
Gates Mills, OH 44040

Materials may be submitted electronically to [horganb@gilmour.org](mailto:horganb@gilmour.org).