

## **College Counselor - Eagle Hill School (Hardwick, Massachusetts)**

Eagle Hill School seeks an enthusiastic, knowledgeable, and relationship-oriented college counselor to join its team starting in September of 2016. Eagle Hill School is a coeducational independent college preparatory boarding school for students who learn differently. EHS is located in Hardwick, Massachusetts, approximately forty minutes to Worcester and Amherst. EHS enrolls 225 students in grades 8-12, is accredited by NEASC, and is a member of the National Association of Independent Schools, NACAC, and NEACAC.

### **Key Responsibilities:**

- § Guiding students and their parents through the college search and application process
- § Writing personal recommendation letters for about one-quarter of each senior class (12 students)
- § Assisting with college counseling sponsored programs, events and workshops
- § Visiting and developing relationships with colleges and universities
- § Teaching college-focused courses to juniors and seniors
- § Taking an active role in the community life of the school
- § Helping organize our annual College Forum for juniors and their parents
- § Monitoring the college counseling calendar and web page

### **Required Credentials and Skills:**

- § Bachelor's degree required, Master's degree preferred
- § Experience in college admission and/or independent school college counseling preferred
- § Strong interpersonal, organizational, and writing skills
- § Team player and self-starter who can collaborate effectively and think independently
- § Participate in the full life of the school and build relationships with faculty and students by visiting classes and attending faculty meetings and in-services; being present on campus and at assemblies and forums; and taking part to the extent possible in other school activities and events

Salary will be commensurate with experience.

Interested candidates should email a resume, personal statement, and list of references to [jgeary@eaglehill.school](mailto:jgeary@eaglehill.school). Eagle Hill School is an equal opportunity employer.  
<http://www.ehs1.org/page>