

## **ASSOCIATE DEAN OF COLLEGE COUNSELING**

Permanent Fulltime Position

Cranbrook Kingswood Upper School

Needed to assume an active role on the college counseling team as an Associate Dean of College Counseling in the Upper School. Candidates must be able to thoughtfully and effectively support and work with students to develop an appropriate plan for the school to college transition; advocate on behalf of Cranbrook students with colleges, scholarship foundations, and others through letters of recommendation, supplemental written correspondence, phone calls, and meetings with institutional representatives; inform and counsel families as they move through the college search and application process. Duties also include advising and extracurricular responsibilities. Successful candidates must possess the ability to work deftly with diverse populations and personalities in a team- oriented environment. Various constituents include students, parents, faculty, and staff. Strong computer skills and experience with computerized data systems, such as SCOIR, preferred. A minimum of a Bachelor's degree is required, Master's degree highly desirable. Five years of experience in college admissions and/or college counseling strongly preferred. Involvement in professional organizations and travel are expected.

Please submit a personal curriculum vitae that includes a completed Faculty Application, résumé, copies of undergraduate (and graduate) transcripts, statement of educational philosophy in relation to this position, and two or three letters of recommendation with contact information to: Cranbrook HR, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu).