



Temporary College Counselor

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

Cranbrook Kingswood Upper School is seeking an experienced college counseling professional to assist on a temporary basis to build relationships with 35 members of the class of 2023 and counsel them throughout the autumn college application season. Letters of recommendation will already be drafted, and our full-time counselors are available for support. The successful candidate shows demonstrated excellence at coaching seniors through the nuances of narrowing school choice, finalizing a balanced list of colleges, editing college application essays, processing and uploading application materials, time-management, and crafting various pieces of communication. A similar facility for working with parents is also critical. Cranbrook Schools can be somewhat flexible about in-person working hours and virtual meetings with students, families, and colleagues, but strongly prefer as much in-person work in our office as possible. This assignment is to cover for a full-time college counselor going on maternity leave, and work can begin as early as July 5, 2022 and concludes November 4, 2022.

Compensation for this temporary, full-time position is based upon experience. Cranbrook offers competitive compensation and a unique environment that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment **(Please note that a fully completed employment application is required for consideration)**