



Newark Academy
Director of College Counseling
www.newarka.edu

School History and Mission:

Newark Academy, founded in 1774, seeks a strong, experienced college counselor to lead its college counseling program for July 2010. The second oldest day school in the state, the school moved in 1964 from Newark to a 68-acre campus in Livingston, New Jersey, a residential suburb approximately 30 minutes from Manhattan. Today the co-educational, college preparatory school serves 565 students in grades 6-12. An exploration of Newark Academy's website will highlight the school's innovative and strong academic and co-curricular programs. Particularly noteworthy are the school's International Baccalaureate program and its Immersion Experience Requirement, programs that well reflect the school's mission: *Newark Academy will contribute to society thoughtful and compassionate citizens who embrace their responsibilities as ethical, intellectual and civic stewards in the global environment.*

The Position:

Newark Academy is committed to a college counseling program that emphasizes counseling and the right match while acknowledging and balancing the many pressures and expectations that impact this process for high-achieving adolescents. Newark Academy's next Director of College Counseling will report to the head of school, serve as an active member of the senior administrative team and will manage an office of strong professionals.

The Academy seeks an individual with great leadership skills and strong knowledge of the college admissions process; well-educated candidates with either strong experience as an independent school college counselor or extensive experience as a college admissions officer will be of particular interest. A strong understanding of the financial aid process as well as experience counseling international students will be pluses. In addition, Newark Academy seeks a Director of College Counseling who:

- Possesses strong communication skills as a speaker, writer and listener;
- Is a highly organized professional;
- Clearly enjoys the many personal interactions that accompany this role: with students, parents, faculty and college representatives;
- Will serve as an enthusiastic and highly knowledgeable ambassador for the Academy and its students in the college process;
- Has a proven track record as a successful manager and team builder;
- Will be an active, visible member of the school community.

This is an opportunity to be part of a strong, positive school community. A visit to the school will quickly reveal that Newark Academy is a place people like to be each day; it is a school marked by good collegiality and humor. Members of the school community agree that there is not a “typical” Newark Academy student, although it was noted that common denominators include an achievement orientation and “interest in things outside themselves;” most students are “not just one thing.” One long-term faculty member commented, “Stars here include the fencers and the chess champions.” The parents are described as “delightful but demanding.” Despite being in a part of the country that can be thought of as “particularly ramped-up,” the school, while certainly serving academically strong students, does not reflect that stereotype.

The new director of college counseling will have the opportunity to take a leadership role to insure there is a unified vision and message regarding the college counseling program that can be well-articulated consistently. The new director will also have the opportunity to define for colleges the immersion experience requirement and its benefits to the Newark Academy graduate. This is a wonderful opportunity for an experienced, energized college counseling professional to join a great school community and work with a strong team to build on the numerous strengths of the current college-counseling program.

For Consideration:

Please send:

- Resume
- Letter of Interest
- Personal Statement or other writing sample

To:

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