

College Counselor Opening at Cathedral High School

Cathedral High School seeks an experienced professional to fill the role of a full-time **College Counselor**. A premier independent Catholic school in the Holy Cross tradition, Cathedral High School has been prominent in the Indianapolis community since 1918.

Responsibilities

Three college counselors work closely together to help students and their families understand the broad college landscape and to guide and support them in the process of applying to and selecting a college.

The role also includes work with three school counselors and mental health counselor. Responsibilities outside of college counseling will include academic and social/emotional support. Each student has both a school counselor and college counselor.

Experience

- A minimum of five years of experience in either a college admissions office or in an independent school college counseling department.
- Ability to represent and advocate for students through effective written recommendations and detailed documentation.
- An understanding of current trends in the college admission field.
- The ability to collaborate well with others.
- A commitment to travel to conferences and individual college campuses.

Education

Master's degree in school counseling or higher education administration is preferred (or equivalent).

If interested, please download the application from Cathedral's website at www.gocathedral.com.

Please submit all applications with a cover letter, resume, and collegiate transcripts to Mr. Dennis Thomas, Vice Principal for Academics at dthomas@gocathedral.com.