

The College Trail

Job Description

Company name: The College Trail

The College Trail, founded in 1996, provides in-home tutoring and college admissions counseling to intermediate and high school students. Our vision is to become the most respected company in the educational consulting industry by both customers and employees.

Position: College Admissions Counselor

The Director will work directly with client students, families, and their schools over the course of the students' educational development in forming a strategy and direction for acceptance into four-year universities. The position is full-time with flexible work schedules.

Job responsibilities

- Aid in the ongoing design and implementation of a comprehensive college counseling system
 - Development of our college admissions counseling products and services
 - Evolution of effective policies and procedures
- Provide clients in a professional, personalized manner selected components of the college admissions process including:
 - Help with high school course selection
 - Choice of extracurricular and summer activities
 - Creation of prospective targets colleges
 - Preparation and scheduling of AP, SAT, and ACT examinations
 - Assistance in essay writing for college applications
 - Teaching and practicing of personal interview techniques
 - Consult in acquisition of students' reference letters
 - Aid in timely completion of entrance applications
 - Hold students accountable in meeting related deadlines throughout the process
 - Support family's efforts in final selection for college enrollment

Job responsibilities (cont'd)

- Technology and performance management
 - Keep updated, accurate records of clients' college acceptance and scholarships
 - Log detailed efforts and results during client engagements
- Establish effective relationships with colleges and targeted client high schools
 - Conduct initial "meet and greet" with all high schools within designated market(s)
 - Create professional relationships with key decision makers for college admissions departments
 - Schedule and provide high school seminars and workshops to all designated high schools

Hiring Criteria

- Minimum 10 years experience in a college admissions and/or counseling role
- Qualifications per IECA and NACAC membership guidelines
- Professional appearance
- Sales and communication skills
- Masters degree in related field (education, counseling, etc) preferred
- Self-disciplined and highly organized
- Positive and energetic demeanor

Selection process

- Review of completed job application and resume
- Reference check (3)
- Personal interview(s)
- Background check (credit, criminal, drug)

Compensation and benefits

- Base salary based on commensurate experience and qualifications
- Performance-based annual incentives
- Health/dental insurance
- Travel, transportation, and business expenses