



Bellarmino
College Preparatory

College Counselor

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California, invites applications for a full-time College Counselor position. The College Counselor is part of a team whose program is designed to educate families and guide students through the complexities of the college admission process. The counselor will help facilitate students’ applications to college, which will entail working closely with students to ensure accurate and complete applications, collaborating with faculty on the required forms, and work closely with university admissions offices. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities

- Provide comprehensive, timely and individualized College Counseling to caseload of 85-90 seniors each year and 85-90 juniors in the spring semester to include but not limited to:
 - essential information on college fit and exploration, college list development, brainstorm and edit essays, the application process, financial aid, and culminate in assistance with college decisions and financial aid and scholarship awards
- In partnership with the Bellarmine Academic/Personal Counseling Department, support students in their academic affairs including course scheduling
- Schedule individual meetings with students and parents throughout the year
- Provide academic counseling with seniors following each mid-term and quarter grade reporting cycle
- Compose 70-80 letters of recommendation in support of caseload for college applications and other programs; complete accurate and timely submission of associated application documents throughout the process
- Communicate and collaborate with students and their parents/guardians in a timely and thorough manner; includes utilizing the various Bellarmine systems to provide information and updates on all aspects of the college admissions process
- Plan, publicize, implement, and present Parent Night events appropriate for the grade level
- Plan, create, and present workshops and webinars for college essay, UC/CSU applications, and Common Applications
- Attend pertinent annual conferences, meetings, workshops, and receptions, to gather the best and most current information necessary for the profession and support of our students
- Visit college and university campuses on sponsored tours each year to learn more about the institution and to inform them about Bellarmine. One trip is expected each semester
- Work collaboratively with departments to create curriculum and teach classes to the

Juniors in the Fall and Spring semesters

- Support Bellarmine's co-curricular programs and engage in school life by supporting campus ministry, service, athletics, student leadership, clubs
- Assist with substitution and prefect student events as assigned/requested
- Other duties and/or projects as assigned

Additional Responsibilities Shared by College Counseling Department

- Develop and supervise department budget
- Research and solicit RFPs as appropriate
- Work on teams to plan annual events for sophomores, juniors and seniors
- Ability to stay current, train and/or present on Maia Learning and CANVAS platforms
- Host approximately 160 college admissions representatives at Bellarmine scheduled during the academic day in the Fall semester
- Promote scholarship and summer programs through bi-weekly newsletters
- Coordinate scheduling for on campus college admissions interviews
- Work collaboratively with other local Catholic high schools to plan and coordinate Case Studies
- Organize and participate in Club Horizons and Outreach Tours during February break.
- Participate and serve on committees
- Assist in AP testing and extended time finals testing, as needed

Minimum Qualifications/Skills

- Bachelor's Degree from an accredited college/university
- Three (3) years' experience working in college admissions or high school college counseling
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents
- Strong organizational skills
- Strong presentation skills
- Ability to work effectively with students and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Demonstrated commitment to cultural proficiency
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Able and willing to engage in air and/or ground travel as required in connection with the essential responsibility to tour college and university campuses

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
 - This position is eligible for Bellarmine's excellent benefits package
 - This position has no direct reports
 - This is not a telecommuting position
 - The general expectation is that this position will begin work on or about August 5th to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration; training is expected during June 2021
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To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment webpage](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating "**College Counselor**" in the subject line of the e-mail. *Priority will be given to those applications submitted by Friday, March 12, 2021.*

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
