

## College Counselors

Are you seeking an opportunity to:

- Provide holistic support to students as they pursue the college search and application process?
- Reduce the stress and mania associated with college admissions?
- Work in a collaborative, forward-thinking environment with supportive, professional colleagues?
- Help students find colleges that match their academic, personal, and financial needs?

Campus Bound is a growing independent college admissions and financial aid consulting company. We are seeking part-time college counselors to support our families through the college search and application process.

Part-Time College Counselors will:

- Provide insight to parents and students on all aspects of college admissions
- Support students in compiling and refining a list of appropriately matched colleges
- Assist students in understanding application requirements and in organizing materials
- Review and critique essays
- Prepare students for college visits and interviews
- Facilitate parent-child communication
- Oversee on-time submission of error-free applications

Additional information about Campus Bound can be found at [www.campusbound.com](http://www.campusbound.com).

The ideal candidate will be energetic, experienced, organized, and detail-oriented and will demonstrate the flexibility to support a wide variety of clients. Exceptional written and oral communication skills are a must, as well as an ability to adeptly use email, Google Docs, and video-conferencing technology. **A minimum of 3-5 years of professional experience in *selective* undergraduate college admissions and/or high school college counseling is required.**

This position *requires* evening and weekend availability to meet with students and parents outside of school and work hours. Counselors will be expected to support 5-25 families per class year. Meetings will occur primarily in one of our offices, located in Hingham, Lexington, Mansfield, and Needham, MA. (currently all meetings are via video-conference, due to the pandemic, but counselors should expect that in-office time may eventually be required)

If interested, please submit your resume and cover letter to [employment@campusbound.com](mailto:employment@campusbound.com). In your cover letter, please indicate from which office/s you wish to work.