



VACANCY NOTICE

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located in suburban southwest Portland, Oregon, Jesuit is a recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do whatever you do, deeply"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students toward our goal of preparing "men and women for others."

POSITIONS AVAILABLE: 1.0 FTE College Advisor

MAJOR RESPONSIBILITIES: College/Career Advising

QUALIFICATIONS: Passion for and experience in counseling high school students through the college application process. Commitment to the mission of Jesuit High School. See accompanying job description. Strong people and technology skills required; Spanish language skills preferred.

CLOSING DATE: Until filled. We will begin interviews as soon as we have a qualified, diverse pool of applicants.

STARTING DATE: August 20, 2021; earlier start date also possible.

Jesuit High School seeks a diverse applicant pool for this position. We welcome teachers of diverse religious, ethnic, national, cultural, and educational backgrounds to apply.

APPLICATION PROCEDURE

CANDIDATE:

1. Visit [JHS website](#) (under About Us→Employment) to download application.
2. Complete the application and return it, along with the requested supporting documents [here](#).

Jesuit High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.



Job description for College Advisor at Jesuit High School

v. 7.7.21

Duties & Responsibilities:

- Serve as primary college advisor for one-third of the JHS junior and senior classes (approximately 100-110 students per college advisor, per class).
- Prepare, organize, and submit materials for students' college applications, including individualized letters of recommendation.
- Meet with students and parents/guardians in group events and individually-scheduled appointments.
- Provide individual guidance re college lists, standardized testing, financial aid, and college essays.
- Plan and lead presentations for families, as well as school-day workshops and presentations for students.
- Develop college-advising curriculum, programming, and systems to advance school's goals.
- Actively engage in professional development with organizations such as NACAC and PNACAC.
- Assist with on-campus visits by college admissions representatives, college fairs, campus visits, etc.
- Collaborate with counselors during forecasting re student course selection, with college goals in mind.
- Provide guidance and training to teachers on preparing and submitting letters of recommendation.
- Coordinate nominations of Jesuit students for various college scholarships, awards and recognitions.
- Actively participate in school functions.
- Support the Jesuit High School mission through involvement in co-curricular activities.
- Other duties as assigned.

Qualifications:

- Bachelor's degree.
- Experience in college advising in secondary schools and/or college admissions.
- Deep knowledge of college admissions process, academic programs, and financial aid policies/procedures.
- Attention to detail, ability to manage multiple tasks and to work autonomously or as a team member.
- Strong listening and technology skills, written/verbal communication, organization, time management.
- Knowledge of online admission application and financial aid application platforms, as well as standardized testing programs including ACT, SAT, PSAT, and AP.
- Ability to lead and inspire students, in large and small groups and one-on-one.
- Demonstrated ability to relate to individuals with compassion, and to respond effectively to the needs of a diverse student and parent population.
- Ability to conduct business in a highly confidential and professional manner.
- Commitment to the goals, objectives, and mission of a Jesuit, Catholic, college-preparatory high school

Preferred:

- Master's degree.
- Experience working with Catholic secondary schools.
- Working knowledge of college-advising software programs such as Naviance.
- Expertise in data gathering, analysis and reporting.
- Spanish language skills.
- Experience with "First Generation College-going" students



Jesuit High School Proposed 2021-2022 Salary Schedule

Years of Teaching Experience	2020-2021 BA Degree	2021-2022 BA Degree	Effective Increase	2020-2021 M.A. BA +60hrs	2021-2022 M.A. BA + 60hrs	Effective Increase
0	\$43,301	\$44,384	N/A	\$47,199	\$48,379	N/A
1	\$45,466	\$46,603	7.62%	\$49,364	\$50,598	7.20%
2	\$47,632	\$48,822	7.38%	\$51,529	\$52,817	7.00%
3	\$49,797	\$51,042	7.16%	\$53,694	\$55,036	6.81%
4	\$51,962	\$53,261	6.96%	\$55,859	\$57,255	6.63%
5	\$54,127	\$55,480	6.77%	\$58,024	\$59,474	6.47%
6	\$56,292	\$57,699	6.60%	\$60,189	\$61,694	6.32%
7	\$58,457	\$59,918	6.44%	\$62,354	\$63,913	6.19%
8	\$60,622	\$62,138	6.30%	\$64,519	\$66,132	6.06%
9	\$62,787	\$64,357	6.16%	\$66,684	\$68,351	5.94%
10	\$64,952	\$66,576	6.03%	\$68,849	\$70,570	5.83%
11	\$67,117	\$68,795	5.92%	\$71,014	\$72,790	5.72%
12	\$69,282	\$71,014	5.81%	\$73,179	\$75,009	5.63%
13	\$71,447	\$73,234	5.70%	\$75,344	\$77,228	5.53%
14	\$73,612	\$75,453	5.61%	\$77,510	\$79,447	5.45%
15	\$75,777	\$77,672	5.51%	\$80,213	\$82,219	6.08%
16	\$77,943	\$79,891	5.43%	\$83,422	\$85,507	6.60%
17	\$80,108	\$82,110	5.35%	\$85,085	\$87,212	4.54%
18	\$82,273	\$84,330	5.27%	\$86,749	\$88,918	4.50%

Percent Increase: 2.5%