



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 students explore their opportunities and 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 65 seniors each year and 65 juniors beginning in the spring semester to include but not limited to providing essential information on college fit and exploration, college list development, the application process, financial aid, brainstorming and editing essays, and culminating 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 review of course requests
- Meet with individual students throughout the year, and families in the late Spring and Summer
- Provide academic counseling with seniors following each mid-term and quarter grade reporting cycle
- Compose 50 – 60 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 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 Cura classes to juniors and seniors 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
- Attend required faculty meetings, professional development presentations and activities throughout the year
- Assist with substitution and prefect student events as assigned
- 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 MaiaLearning and Canvas and other platforms
- Host approximately 120 college admissions representatives at Bellarmine scheduled during the academic day in the Fall semester
- 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 and Spring breaks
- Participate and serve on committees
- Assist in AP testing as needed

Minimum Qualifications/Skills:

- Bachelor's Degree from an accredited college/university
- Three (3) years minimum experience working in college admissions or within a high school or CBO providing college counseling on a full time basis, not as a part of other counseling responsibilities
- 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.
- Excellent demonstrated organizational and presentation skills
- Demonstrated ability to take responsibility for planning, executing and completing projects with minimal supervision
- 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
- 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 conduct air travel as needed
- Ability to perform the job safely with respect to others, property, and individual safety

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 safely and comfortably travel around our campus
- 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 pays according to our established faculty salary scale, available [here](#)
 - 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 June 3, 2024 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 2023 and will be compensated with a \$7,500 stipend for the month of June
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To Apply Online:

Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and upload all applicant materials (**Faculty Application Form, Resume, and cover letter are required**) through the position posting via [BCP Career Center](#).

Review of applications will commence on January 16, 2024. Preliminary interviews will be held in January with on campus interviews taking place in February. We expect to make this appointment in late February, with the position beginning June 3, 2024.

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.*
