College Counselor Position

Hutchison School, a PK2-12 school for girls, seeks a full time (12 months) college counselor for the coming school year (July 2020 start date). College counselors typically work with 25 students per grade level as they also serve as the primary course advisor. Candidates should be conversant with current student-centered practices and national trends in college counseling and admissions. Upper school administrators also supervise advisory groups, clubs and/or organizations, chaperone events such as a college tour, as well as attend regional and national professional development events.

The ideal candidate will hold a bachelor’s degree or higher, with experience as an admissions officer at a selective college and/ or experience as a college counselor; particularly strong writing skills; high moral character, dynamic personality and generally compatible with existing staff; positive example for girls in conduct, speech and general appearance on campus and in the classroom; ability to communicate and relate effectively with girls, parents, faculty, administrators, and other school constituent groups and individuals.

Founded in 1902, Hutchison is a vibrant leader in the Memphis community. While preserving time-honored traditions and respect for its founding on Christian principles and values, Hutchison welcomes faculty and students of all faiths and teaches appreciation for the differences among us. Within a structured and nurturing environment, Hutchison encourages each student to develop a lifelong joy of learning, to sharpen her intellectual curiosity, to cultivate artistic expression, and to strive for physical well-being. Students, administrators, parents, and teachers—the entire community—work together to develop each girl’s self-reliance and her commitment to our core values: integrity, respect, responsibility, honor, and excellence.

Interested and qualified candidates should submit the following electronically as separate documents to jobs@hutchisonschool.org:

- Formal letter of application for the position;
- Current resume;
- Statement of educational philosophy and practice;
- List of at least five references with name, title, phone number and e-mail address of each.

*In its hiring practice, Hutchison School does not discriminate on the basis of race, color, religion, creed, age, gender, national or ethnic origin, or disability.*