



30 School St.
Tilton, NH 03276
(603) 286-4342
tiltonschool.org

Assistant / Associate Director of College Counseling

Tilton School seeks an energetic Assistant / Associate Director of College Counseling for a full-time, school year position that includes an additional twenty days as needed throughout the year. This role follows a faculty schedule which includes all school vacations and summer holiday. Competitive candidates will have three to five years experience in an independent school or college setting. This position includes on campus housing and meals while school is in session.

Successful candidates will model and engender a deep commitment to students' self-discovery and mastery of the School's primary essential skills (communication, critical thinking, creativity, mindfulness and play). This professional serves as a resource for students, families, advisors, and coaches on post secondary opportunities. Preference will be given to candidates who have:

- Advanced degree or certifications in school counseling or related fields
- Outstanding skills in oral and written communication
- Interest in the future of College Admissions as it relates to the work with the Mastery Transcript Consortium, mastery.org
- Strong knowledge of the college admissions landscape and a pulse on shifting trends
- Excellent written and verbal communication skills
- Experience with online platforms, like SCOIR and standardized test administration
- Ability to work well in a fast-paced, residential school setting with a deep commitment to student engagement and development
- Serve on an afternoon program one season to coach in preferably soccer or basketball programs or another program offered

Applicants must be able to attend a week-long 1st Year Faculty Workshop in mid- August. Other duties for this position may include: advising, participation as an athletic coach or activities leader for one season each year and active participation in our residential program including weeknight-weekend supervision.

Interested applicants should send a cover letter, resume and contact information for three references to:
employment@tiltonschool.org

At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.