



## PASADENA WALDORF SCHOOL

### College Counselor job description

We are seeking dynamic and engaging teachers who have a history of work in multiple class settings. Prior experience with Waldorf education is a plus. We actively encourage teachers from racial and cultural backgrounds not currently represented in private secondary education to consider this position. Please submit a letter of introduction, resume and the contact information for 3 professional references to [esemin@pasadenawaldorf.org](mailto:esemin@pasadenawaldorf.org)

Pasadena Waldorf School is looking for a college counselor to help guide 11th and 12th grade students on their post-graduation path, whether it is applying for college or helping them decide what is the next best step to achieve their goals.

#### **Responsibilities:**

- Guide students through the college admissions process, which includes making a college list, determining admissions criteria, selecting a major, and how to ask for letters of recommendation
- Explain to students and families the fundamentals of financial aid, which includes the different types of aid available, how to apply, who is eligible, and how to use scholarship search services
- Help students navigate and fill out the UC, CSU and Common Applications
- Assist students with editing college admissions essays and other required documentation
- Assist students in planning internships, gap years and other post-school planning if college is not their choice

#### **Qualifications:**

- Experience working with high school students as a college counselor
- Minimum of a Bachelor's Degree
- Strong interpersonal, communication and organizational skills.

Job Types: Part-time, Contract

Pay: \$25.00 - \$100.00 per hour

COVID-19 considerations:

PWS is following careful and successful Covid protocols including prioritizing ample space for

working indoors and outdoors, masking, daily health screenings and frequent testing for all unvaccinated individuals.