

College Board Testing Coordinator & College Counseling Assistant

10 month position

Job Posting

Department Location: Office of College Counseling

FLSA Status: Non-exempt, 10-month position

Reports To: Director of College Counseling

Posting dates: until filled

POSITION SUMMARY:

Hathaway Brown School is seeking a full-time College Board Testing Coordinator/College Counseling Assistant. This individual ensures that everyone (the Coordinator, teachers, students) follow all policies and procedures outlined by the College Board and coordinates administration of all APs/PSATs prior to, during, and after the exam. As college counseling assistant, this individual provides administrative support to the Director and Associate Directors of College Counseling, as well as to the Academic Dean/Registrar. The individual works directly with students, faculty, parents, college admissions representatives, and the College Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Manage the successful planning, administration, and troubleshooting of 17 different AP exams, including: registration and order process; assisting faculty with setup of AP Classroom; the receipt, storage, distribution, administration, security, and return of AP Exam materials; the collection of fees and submission of final payment to the AP Program.
- Prepare testing spaces, staff, students and materials in advance of AP/PSAT test administration. Approximately 300 students take the PSAT and HB typically administers 425-450 AP exams annually.
- Oversee AP/PSAT administration days.
- Collaborate with the SSD (Students with Disabilities) Coordinator and IT department as needed.
- Attend College Board webinars to assure understanding and implementation of College Board policies; communicate updates to administration and faculty.
- Coordinate National Merit applications and keep track of all National Merit correspondence.
- Maintain student information on our college admissions platform.
- Keep track of college application requests and work with faculty on letter of recommendation deadlines.
- Schedule and advertise college admission representative visits and communicate updates to counselors; greet visitors in a welcoming and pleasant manner.
- Prepare weekly updates for Upper School Updates Newsletter, informing students and their families of special opportunities such as college fairs, visiting college representatives, scholarships, and summer experiences.
- Track and file completed student assignments for Junior and Senior Forum classes; coordinate Forum materials as needed.
- Facilitate College Office events and activities -- evening and weekend programs -- and enter in school scheduling software; coordinate with Dining Services and the IT Department as needed.
- Process requests for scholarship applications.
- Assist Upper School Academic Dean with transcript requests, graduation verification, course selection preparation, and transcript updates.
- Organize budget files, and maintain records of expenditures; order supplies/manage subscriptions as needed.
- Arrive early and stay late on AP/PSAT exam days.
- Learn the ins and outs of the HB Upper School experience in preparation for mentoring a small group of students. Occasionally assist as a floating substitute for Upper School non-AP classes.
- Other duties as assigned.

QUALIFICATIONS

The Testing Coordinator/College Counseling Assistant is an integral part of the Upper School. The qualifications listed are representative of the knowledge, skill, and/or ability required. The successful candidate will possess:

- exceptional organizational skills.
- skill at working in a fast-paced environment with frequent interruptions.
- the ability to plan ahead for and meet strict deadlines.
- an ability to prioritize the workload.
- the ability to juggle competing priorities simultaneously with an upbeat demeanor.
- the highest level of professionalism and confidentiality.
- honesty, integrity, and maturity.
- the ability to work both independently and collaboratively.
- an exceptional eye for detail.
- strong computer skills, particularly in Google Docs, Google Sheets, Google Calendar.
- the ability to learn new software platforms quickly.
- the ability to troubleshoot and problem solve.
- enthusiasm in working with teenagers.

DISQUALIFICATIONS PER THE COLLEGE BOARD

The AP Coordinator/PSAT Coordinator cannot:

- have an immediate family or household member taking an AP Exam/PSAT at HB or at any other school.
- be employed at a test preparation company.
- participate in any coaching activity that addresses the content of College Board tests.
- be the AP coordinator in the year they are an AP teacher.

EDUCATION and EXPERIENCE

Bachelor's degree required as well as three years of work experience in a professional setting. Experience working in a school environment with teenagers is preferred.

Diversity, Equity, & Inclusion

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

To perform this job successfully, an individual must be able to perform essential job functions described in the job description. Reasonable accommodations may be made to enable individuals with disabilities to apply and/or perform the essential functions.

**Interested candidates should send cover letter, resume (preferably by email) to: hrstaffing-cc@hb.edu
or USPS to:**

Hathaway Brown School, 19600 North Park Blvd., Shaker Heights, OH 44122