College Counseling Technology Coordinator  
(Interim position for the 2021-2022 School Year; As Soon As Possible through Mid-June 2022)

Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the School currently enrolls 935 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse, democratic society and global community.”

**Job Summary:**

We are currently seeking an **interim College Counseling Technology Coordinator (2021-2022 school year)** to serve as a vital member of the College Counseling team. The successful candidate is one who is able to seamlessly jump right into a well-established team in order to assist a highly successful college counseling program. Essential to the position is an understanding of, and belief in, Parker’s mission and the ability to effectively view and communicate through this lens. Under the guidance of the Co-Directors of College Counseling, the College Counseling Technology Coordinator works both individually and collaboratively to meet the various needs of the office, the students, their families, faculty and administrators.

As front line support for upper school students and families, the Technology Coordinator will provide information, direction and guidance to assist students and their families in the college search and application process, particularly as it relates to the use of technology tools. In addition to ensuring accuracy of data and information, checking, uploading and downloading, this tech-savvy individual will serve as the point person for all technologies involved with general office operations, in addition to those specifically designed for the college search, application and financial aid process.

The ability to thrive in a high energy, high-demand, high-traffic environment, appropriately prioritizing and juggling responsibilities, never losing sight of the big picture, remaining calm, and enjoying this work, requires someone who is flexible, a good listener, and possesses a “can do” attitude. This position may require some evening and weekend work.

**Essential Functions:**

- Assist the Co-Directors and the members of the College Counseling Team in all aspects of our successful, mission-driven college counseling search and application process
- Continue our efforts to provide equitable access to educational options (including test prep options as well as all other aspects of the search and application process – financial aid, scholarships, fly-out programs)
- Work directly with the College Counseling Team in providing guidance on internal aspects of the office operations, particularly with regard to our Naviance software system, electronic uploading and submission of student materials, updating and sending letters to families, college representatives, updates to the Website, Profile, Portal, etc., and communicate with and respond directly to students and families via email, phone calls, and student office hours
- Learn, stay current with, and effectively utilize all of our office technology such as YouCanBookMe, Naviance, College KickStart, our Parker Portal, Microsoft and Google Suites, in order to contribute to and assist CC team and efforts. Explore and utilize Naviance’s many functions in order to assist students and counselors in their counseling capacity and to streamline the college search and application process for students
- Ensure data and information accuracy (i.e. Naviance, College Kickstart, Parker Portal & Website, our internal shared drive, and publications)
• Update information on an on-going basis in order to keep the Junior College Counseling Binder (housed on the Parker Portal) accurate and current
• Organize, update, and monitor the electronic communications/correspondence between college counseling and upper school parents, students and faculty within the Portal
• Collect, verify and formulate data for reports (Parker Statistics, College Kickstart, Parker Profile, admissions brochure, web, portal, etc.), and others as requested
• Work with the College Counseling Team to prepare and present large evening meetings throughout the year as well as smaller workshop programs for students (Naviance training) during the school day, particularly as it relates to technological needs
• Collaborate with and serve as back-up for College Counseling Coordinator to ensure that the front office is always staffed and phone calls are answered
• Additional duties as assigned by Co-Directors

MINIMUM QUALIFICATIONS:

Education/Experience:
• Bachelor’s degree required
• Extremely tech-savvy with a quick learning curve
• Proficiency with PC and Mac platforms. Proficiency in Google Suite and MS Office, specifically Word and Excel, working knowledge of, or capacity to learn, Naviance, College Kickstart, Portal/web functions, and additional software
• Experience in College Admissions, College Counseling or a related field preferred
• Understanding of the workings of a non-profit organization and/or school helpful

Knowledge, Skills, and Abilities:
• Proven record of, or capacity to understand, connect with, work effectively with and enjoy high school students from a wide range of backgrounds (socioeconomic, educational achievement, interests, aspirations, ethnic, racial, gender, sexual orientation, and religion)
• Strong work ethic and collaborative spirit: ability to take initiative, work independently and as a supportive member of the team
• Flexibility, positive attitude, patience and good humor
• Exceptional time management, organization & follow-through skills
• Ability to communicate successfully and work effectively with faculty, staff, administration, colleagues and parents for the common good of each student
• Trustworthy managing of confidential information, and impeccable integrity in keeping with the principles established by our professional organizations (such as NACAC, ACCIS, College Board), in addition to Parker’s mission and guidelines established through NAIS
• Excellent communication skills: writing, editing, and computer competency
• Cultural competency, a belief in the Mission of the school, and a well-developed sense of empathy

Compensation:
Commensurate with background and experience; comprehensive benefits package.
To Apply:
Please submit your cover letter, resume, and salary requirements via email or fax to (No telephone inquiries please):

Laureen Sweers, Director of Human Resources
Francis W Parker School
330 W Webster Avenue
Chicago, IL 60614
resumes@fwparker.org
fax: 773.549.4430

The faculty, staff and administration of Francis W. Parker School are integral parts of the School’s community. Through their passion, dedication and commitment to the School’s mission, they create and support an environment where exceptional child-centered learning can occur.

Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.