

College Counseling Systems Coordinator (Begins As Soon as Possible)

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 940 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 democratic society and global community.”

Job Summary:

We are currently seeking a full-time College Counseling Systems Coordinator to serve as systems manager for all data within the College Counseling office, as well as the technical liaison between the CC Office and other departments/individuals/agencies in and outside of the school. The Coordinator must be a meticulous record-keeper, troubleshooter, effective communicator, able to prioritize and juggle responsibilities in a high energy, high-traffic, deadline-driven environment. A self-starter and innate problem solver, the successful candidate is one who is excited by the process of learning, staying current with, and initiating more effective, efficient and exciting ways to utilize various systems. 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. In addition to ensuring accuracy of data and information, checking, uploading and downloading, an essential role of the Systems Coordinator is to understand the importance of confidentiality, and to meet deadlines.

A vital member of our seasoned team, this individual should understand the responsibility that comes along with this position, and take satisfaction in our collaborative efforts to meet the goals of the College Counseling office and the Mission of the school.

Essential Functions:

- Obtain, filter, upload, organize and manage data for all records, materials, information, and communication to and from the college counseling office.
- Ensure data and information accuracy (i.e. Naviance, Parker Portal & Website, our internal shared drive, and publications).
- Communicate regularly and effectively with data and information providers and utilizers both in and outside of the school (i.e. Registrar, Admissions, Communications, Technology, Colleges/Universities, College Board, ACT, NACAC, ACCIS and Scholarship organizations).
- Anticipate changes and remain current on all systems in order to update and train appropriate constituencies (staff, faculty, students, parents, etc.) on Naviance, and other pertinent technology.
- Be an engaged member of both the College Counseling and our CC Technology Team.
- Organize, update, and monitor the electronic communications/correspondence between college counseling and upper school parents, students, faculty, college representatives, advisors, colleagues and alumni (including website initiatives, email and monitoring various listserves.)
- Obtain information to prepare reports and provide statistical analysis of data for counselors and director regularly and by request (i.e. % of admits, ED/EA, changes, trends, etc.)
- Collect, verify and formulate data for reports (Parker Statistical Reference Book, Parker Profile, admissions brochure, college counseling binder, web, portal, etc.), and others as requested – for print and electronically.
- Explore and utilize Naviance’s many functions in order to assist counselors in their counseling capacity and to streamline the college search and application process.

- Learn, stay current with, and effectively utilize all of our office technology such as YouCanBookMe, Naviance, our Parker Portal, Microsoft Suite - Excel, Word, PowerPoint, Google Suite, etc.), in order to contribute to and assist CC team and efforts.
- Update information on an on-going basis in order to produce the annual Junior College Counseling Binder in print and on the Portal.
- Support Testing Coordinator with all aspects of standardized testing: ACT, PSAT, PACT, PPSAT, fee waivers, and test preparation arrangements.
- Work in collaboration with College Counseling Coordinator and other staff members to anticipate and prepare for programming needs (especially technological).
- Collaborate with and serve as back-up for College Counseling Coordinator to ensure that the front office is always staffed and phones are answered.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

- Bachelor's Degree preferred.
- Proficiency with PC and Mac platforms, Microsoft Suite (Word and Excel & PowerPoint) and Google Suite **required**.
- Technical or related experience is essential.
- Prior work in college admissions or a college counseling office strongly preferred.
- Experience with Naviance preferred.

Knowledge, Skills, and Abilities

- Tech-savvy.
- Proficiency in managing, analyzing, and maintaining accurate data.
- Fluency with integration of data and aptitude for initiating technological solutions.
- Ability to establish priorities and handle multiple tasks simultaneously.
- Exceptional time management, organization & follow-through.
- Ability to work independently, take initiative, troubleshoot, and also be flexible, open to the opinion of others.
- Excellent writing, editing & verbal communication skills.
- Understand the workings of a school or non-profit organization.
- Ability to collaborate, work well on a team, and interact well with (and maybe even enjoy!) high school students, parents, faculty, staff, administrators and colleagues.
- Availability to participate in training and development, and to assist with evening and weekend programs and test administration, as needed.
- Possess the resourcefulness and confidence essential to problem solving.
- 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 cover letter and resume, along with a brief response to the following five questions:

1. What do you look for in a job in general, and why does this particular position appeal to you?
2. Please provide us with an example that reveals your ability to multi-task and prioritize.

3. Please describe your technological strengths and/or experiences that you will bring to this position and the office.
4. Given the job description, what might be your areas for growth? How might you address those areas and what do you think you would need from us in order to be most successful?
5. If you have a specific salary range required, please address that, as well.

Email or fax to ***(No telephone inquiries please)***:

Laureen Sweers, Director of Human Resources
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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.