Opportunity Statement
Associate/Assistant Director of College Counseling

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, Thaden School opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily, enrolling over 300 students in Grades 6 to 12 in the 2022-23 academic year. Designed by a world-class team of architects, the School’s 30-acre campus in downtown Bentonville will support as many as 525 students in Grades 6 to 12.

Thaden School now seeks an Associate or Assistant Director of College Counseling to begin in July 2023. Reporting to the Director of College Counseling, this is a full-time, twelve-month position.

The ideal candidate will be a team player with excellent communication and interpersonal skills who embraces diversity as an essential element to a relevant college preparatory program, and who seeks to be an integral part of a college counseling team that encourages students to see the college search and application process as a time for self-reflection, research, and an open-minded sense of adventure.

Role and Responsibilities

- Advising students and families through the college search, application, and selection process
- Writing effective letters of recommendation
- Collaborating with the Director to review, adjust, and improve the college counseling program each year
- Assisting in the execution of on-campus programs and workshops for parents, students, and college admissions representatives
- Advising on course selection and curriculum development
- Visiting college campuses to establish and maintain mutually beneficial relationships with college admission staffs
- Representing Thaden School at national and regional conferences
- Attending weekly faculty and administrative meetings
- Coordinating Thaden’s PSAT and PreACT testing program
- Coordinating Thaden’s YouScience program
- Engaging actively in the Thaden School community, including attending student performances, athletics events, and social activities
- Additional duties as assigned

Skills, Qualifications, and Attributes

- **A listener and counselor** who can build trust and confidence among students and families in a highly diverse school community
- **An educator** who can inspire students to embrace the college application process as a learning journey that holds intrinsic value
- **A writer** who can bring to life the story of each student’s growth at Thaden in terms that are authentic and compelling
- **An ambassador** who can be a great champion for the school’s mission, culture, and educational programs
A colleague with strong organizational skills and attention to detail who can manage deadlines and deliver high-quality work product on time

Bachelor’s degree as well as several years of experience in college counseling or college admissions.

Physical Requirements

- Job frequently requires standing, walking, and handling objects with hands
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 50 pounds
- Some work performed outside, exposed to changing weather conditions.

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for Thaden School Job Opportunities. Applications should include a cover letter and resume. The start date is negotiable. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent on successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the School’s mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School’s remarkably robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests come to learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School also engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects’ Gold Medal, the Institute’s highest honor, and the campus is the 2022 recipient of the James D. MacConnell Award for excellence in the design of educational environments. The School’s first permanent buildings opened in the
fall of 2019, and the campus master plan was completed in the fall of 2021.

The School’s website features additional information regarding its mission, educational programs, and faculty and staff.