

Part-Time College Counselors

- Are you a current or former college admissions or school counselor with deep knowledge of the college search and application process?
- Do you want to help students find colleges that are a good fit while reducing stress and making the college search an enjoyable, positive experience?
- Are you seeking part-time employment with flexible hours and the opportunity to collaborate with a team of experienced professionals?

Campus Bound is a growing independent college admissions and financial aid consulting company. We are seeking part-time college counselors to support students and parents through the college search and application process.

Part-Time College Counselors will:

- Provide insights on all aspects of college admissions
- Support students in compiling and refining a list of appropriately matched colleges
- Assist students in understanding application requirements and in organizing materials
- Review and critique essays, resumes, and applications
- Prepare students for college visits and interviews
- Facilitate parent-child communication
- Oversee on-time submission of error-free applications

Additional information about Campus Bound can be found at www.campusbound.com.

The ideal candidate will be energetic, experienced, organized, and detail-oriented and will demonstrate the flexibility to support a wide variety of clients. Exceptional written and oral communication skills are a must. **A minimum of 3-5 years of professional experience in *selective* undergraduate college admissions and/or high school college counseling is required.**

This position requires evening and weekend availability to meet with students and parents outside of school and work hours. Meetings will take place in one of our offices, located in Hingham, Lexington, Mansfield, and Needham, MA. The workload for this position is cyclical, with fluctuations throughout the year, but generally with more hours required between July - December and fewer from January - June. Counselors will support a caseload of 5 - 25 students per class year.

If interested, please submit your resume and cover letter to employment@campusbound.com. In your cover letter, please indicate from which office/s you wish to work.