



Available Position: College Counselor 2025-2026
Department: College Counseling
Reports to: Director of College Counseling
Full/Part-time: Full-time
Date Posted: February 1, 2025
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

A full-time faculty position at Trinity Prep consists of serving as an advisor, teaching 5 classes, and assuming additional duties as assigned. For example, all faculty are required to have a plus one responsibility

Position Summary:

Trinity seeks an engaging and outgoing college counselor to support students and their families through the college selection and application process. The college counselors work with students starting freshman year and continue to do so through senior year within a series of workshops and classes in addition to the individual meetings, which occur with increasing frequency as the student approaches the application process. We recognize that the college application process is part of a family dynamic, and our counselors meet individually with parents and students.

The College Counseling Office helps ensure that Trinity Prep graduates continue their education at colleges worldwide. Our primary criterion for guiding students through the maze of college

choices is how well the school “fits” their unique goals. Trinity Prep employs three full-time college counselors and one full-time office coordinator to assist our students and their families. This 11-month position runs from August 1 through June 30 and will remain open until filled.

The college counselor will exemplify Trinity Prep’s four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The college counselor will demonstrate the following Leadership Competencies that apply to all members of the college counseling department:

- Business Insight
- Plans and Aligns
- Customer Focus

Duties and Responsibilities for 30-40 seniors and 30-40 juniors include:

- Foster a strong sense of belonging and community while promoting the School’s mission and core values in the College Counseling Office.
- Possess a strong working knowledge of colleges and universities, which includes making regular visits to colleges. Stay current on higher education changes.
- Build and maintain relationships with college admission professionals.
- Work effectively one-on-one with students and be able to address small or large gatherings of people to discuss the college admission and research process.
- Work primarily with Seniors during the fall and Juniors during the spring, but also with underclassmen when appropriate.
- Guide students and their parents/guardians through the college admissions application process.
- Develop college lists to meet student (and family) needs and expectations, and advise students (and family) on the best potential college placement linked to their academic, athletic, artistic, and family outlook.
- Monitor individual student progress throughout the college application process.
- Review, edit, and support the development and writing of resumes, college essays, applications, and scholarship applications.
- Submit school documents needed for applications.
- Write counselor recommendations for members of the senior class.
- Introduce and support SCOIR (college counseling platform) usage.
- Compile enrichment opportunities and scholarships.
- Other duties as assigned but not limited to: attending conferences and fly-ins; hosting university representatives; delivering workshops; co-teaching college counseling classes; maintaining the School Profile, and Instagram Page.

Qualifications and Experience:

- Minimum of a bachelor’s degree from an accredited institution or the international equivalent.
- Must have 3 to 5 years of experience in college counseling and/or in college admissions and an active network of college admissions contacts. Independent school experience is a plus.

- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Ability to bring joy, kindness, humor, maturity, and empathy to the work and school environment.
- Proven success working collaboratively with diverse students, faculty, staff, and parents.
- High level of integrity, decision-making abilities, problem-solving, and confidentiality.
- Excellent written and oral communication with an attention to detail.
- Exceptional organizational and effective time-management skills.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan.

Certificates, Licenses, Registrations Required:

- CPR/AED/First Aid can be gained upon hiring.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.

Safeguarding for Children and Youth:

Trinity Preparatory School of Florida is committed to ensuring the safeguarding and well-being of its students and expects all faculty, staff, and volunteers to share this commitment. The recruitment process at TPSF is carried out in accordance with recommendations of the Episcopal Diocese of Central Florida on Protection for Children and Youth from Abuse and includes rigorous background checks prior to appointment and additional training after appointment.

Application Requirements:

- Interested candidates should complete an application through the below link:

[APPLY NOW](#)