



JOB TITLE	Administrative Assistant
DIVISION/DEPARTMENT	College Counseling / Secondary School, Grades 6-12
LOCATION	Ortega Campus, 1201 Ortega St., SF, CA 94122
REPORTS TO	Director of College Counseling
TYPE OF POSITION	Full-Time, open until filled

OVERVIEW

- LFSF seeks a committed educator who will support the goals of the College Counseling program to assist students in their post-secondary plans.
- The college counseling assistant is a staff support position and not a college counselor position.
- This is a 12-month contract which includes summer, in person position.
- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 800+ students in grades preK-12 across 3 campuses. For more information about our school, please visit: www.lelycee.org
- LFSF offers competitive salaries commensurate with qualifications and experience and a comprehensive benefit package.
- Professional development opportunities are available through participation in conferences and workshops, membership in professional organizations, and continuing education.

RESPONSIBILITIES

- 1) **College Counseling Assistant:**
 - Assist in administrative tasks related to college admissions and guidance
 - Plan, schedule, coordinate, promote, and attend college counseling events (e.g. college fairs, enrichment fairs, college rep visits). Occasional nights and weekends to assist with college counseling events are *required*.
 - Create newsletters for middle school and high school families to communicate about school and community events, college visits, and enrichment programs
 - Keep accurate and meticulous student accounts using current software
 - Prepare and send reports and documents to higher ed institutions and enrichment programs
 - Maintain college counseling calendars; schedule student, parent, and administrative appointments
 - Prepare end of semester awards announcements and newsletters
 - Update calendars, resources, links and summer programs on various platforms
 - Collaborate with marketing & communications to promote student success
 - Monitor, stock, and display on campus information that supports college admissions and enrichment
 - Assist to create, update, revise UC eligible course content and NCAA eligibility courses
 - Write a variety of documents, forms, newsletters given oral or written directions
 - Compile information and write reports as required
 - Maintain financial reports of department expenditures, given to supervisor on a monthly basis
 - Maintain a month by month electronic planner of duties/tasks and collaboration
 - Plan, and attend weekly staff meetings
 - Attend and engage in Professional Development Opportunities, and School-wide events
 - Maintain confidentiality at all times
- 2) **Enrichment Program Coordination:**
 - Work with the college counselor to research enrichment programs for grade 9-12 students to create individualized enrichment plans based on interests and passions

- Coordinate recommendations and collaborate with the registrar to send documents to enrichment programs
- Work with the college counselor to build ties with community organizations to establish enrichment and/or community service programs
- Support students in completing long-term enrichment goals, including the Congressional Service Award, Presidential Service Award, etc...
- Support school life, innovation/design projects, and summer enrichment programs with interdepartmental collaboration

3) **Standardized Tests Coordination:**

- Oversee the coordination and administration of standardized tests related to college admissions (e.g. National U.S. exams, PSAT, AP, tests with accommodations, etc...)
- Plan and organize test preparation programs
- Assist SSD Coordinator (Services for Students with Disabilities Coordinator) in providing accurate documentation and accommodations for standardized testing, including proctoring
- Coordinate European university admission tests, such as Oxford TSA, Cambridge exams, etc..
- Working occasional weeknights and weekends is part of logistics of standardized tests coordination

4) **Collaboration with Registrar:**

- Assist and support registrar duties
- Collaboration and co-learning with registrar is an expectation of the position
- Collaborate on and update departmental registrar forms
- Review U.S. transcripts/report cards for High School (for transfers, enrichment programs, and/or college admissions)
 - Calculate and review GPA as required for High School transcripts/report cards
 - Verify current and final transcripts
- Assist in the writing, reviewing, and editing of registrar policies and procedures in conjunction with the Registrar Policy Committee.

Other duties as assigned. Candidate will be expected to assist others when projects require office staff to work as a team.

QUALIFICATIONS

- Bachelor's degree *preferred*
- 3-5 years of experience in the education field, preferably in high schools or university
- Experience in a college counseling/admissions context *preferred*
- Proficiency in American school systems and curriculum *required*
- Proficiency in French school systems and curriculum *preferred*

LANGUAGE:

- Fluency in the English language *required*.
- Candidate is *not required* to speak French, but knowledge of French and French culture will be an advantage

TECHNOLOGY:

- Experience with educational and college counseling software/programs is *preferred* (e.g. Naviance, College Board, SCOIR)
- Experience with design software preferred (e.g. Canva, Loom, etc..)
- Advanced knowledge of Google Suite *required*
- Experience with Social Media *preferred* (e.g. facebook, instagram, etc...)

PERSONAL SKILLS

- Excellent organizational, communication, and interpersonal skills
- Detail-oriented
- Exhibit an attitude of Team Spirit and Collaboration
- Skilled with maintaining confidentiality across diverse populations
- Appreciation of and experience with diverse cultures and cross-cultural contexts, preferably with transatlantic international students

Salary is commensurate with level of education and experience.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, long term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume, cover letter and references, Attention Natalie Bitton, Director of College Counseling via: <https://www.lelycee.org/about/jobs>

* The list of responsibilities is not meant to be exhaustive. Responsibilities may be subject to change in order to meet the evolving needs of the organization.