

## **College/Career Counselor**

Westwood Schools is looking for a dynamic **College/Career Counselor** for the 2025-26 school year. This role may be full-time or possibly part-time. This person should be energetic, exhibit patience, compassion and a positive attitude while working to inspire and support students with unique characteristics and personalities.

### **DUTIES AND RESPONSIBILITIES**

- PowerSchool responsibilities (scheduling, setup, transcripts, monitoring grades, etc.)
- Dual Enrollment Coordinator
- Duties with the following: Advance Placement, Common App, College Board, Georgia Futures, scholarships, academic awards, assist with graduation, etc.
- Problem solving with students, parents, and college officials as needed
- Perform any and all other duties as assigned by the headmaster

### **EDUCATION AND EXPERIENCE**

Bachelor's degree with experience in education.

### **CONTACT**

Applications will be accepted until the position is filled. Interested candidates should send a completed Westwood application, cover letter, resume and college transcript (if applicable) to Keith Croft at [kcroft@westwoodschoools.org](mailto:kcroft@westwoodschoools.org) or fax to 229-336-0982.