



SOUTHERN TEACHERS AGENCY

... when only the best will do!

**Coordinator of College Guidance
Valwood School
Hahira, Georgia
www.valwood.org**

Southern Teachers Agency is assisting Valwood School in the search for their next Coordinator of College Guidance. Valwood enrolls students in grades pre-kindergarten through twelve. Its academic program has always been based on the teaching and mastery of the foundational skills necessary for academic and personal success in college. Valwood graduates earn admission to some of the finest colleges and universities in the country. Valwood is located near Valdosta in the southernmost part of Georgia and is approximately two hours from both Tallahassee and Jacksonville in Florida. It offers a very reasonable cost of living while providing excellent cultural and entertainment opportunities.

The Coordinator of College Guidance is responsible for guiding seniors and juniors and their families through the college application and selection process. He or she will plan, lead, and promote workshops and programs related to the college admissions process for students and parents in grades eight through twelve. Publishing and distributing the Valwood School *College Guidance Newsletter* electronically each month as well as cultivating and maintaining strong relationships with college admissions offices through individual meetings, conferences, and campus visits are also key responsibilities.

The best candidate will have previous experience working in college counseling (preferably in an independent school) and/or college admissions. He or she will need the ability to assess, understand, motivate, and counsel young people as well be responsive to communications from parents, students, and faculty. Strong skills in writing are a must, and experience with Naviance is a plus.

Interested applicants should submit by email an [STA application](#), cover letter, current resume, list of references, and educational philosophy to

Mr. Jamie Estes
Estes@SouthernTeachers.com

This position is open until filled.