

Dean of College Counseling

Cranbrook Kingswood Upper School

Cranbrook Kingswood Upper School seeks an experienced college counseling professional who can lead collaboratively, invigorate with ideas, and communicate a shared vision for our successful College Counseling department. Candidates should possess superior communication and presentation skills, proven leadership experience, and deep relationships in the college admission community; most important, the successful candidate will prize the meaningful relationships with students that buttress the college counseling program. Leading a team of four experienced and professional college counselors and two administrative assistants, the Dean oversees the vision, development, and implementation of a strong, innovative, and student-centered four-year college planning process.

The college counseling experience at Cranbrook Kingswood is an organic part of our larger educational mission, and the new Dean will embrace a commitment to collaboration with students and parents and promote a positive tone among all who contribute to the college counseling process. The Dean must nurture trusting and supportive relationships with families as they encounter an increasingly selective college admission process. Similarly, it is important that he/she has a strong understanding of the developmental needs of adolescents and is attuned to issues of access and financial aid. The Dean will continually update, develop, and deliver timely and meaningful programming to students, families, and colleagues in order to support this educational mission.

The College Counseling department's process is student-centered and prepares students to move to higher education with competence, confidence, and a sense of purpose. In this environment of support, students acquire the ability to identify personal goals, explore post-secondary educational options, and manage the complex process of applying to college. With advocacy for students in mind, the Dean builds and fosters relationships with college admissions officers, families, and colleagues while supervising, encouraging, and supporting the work of the department. Our common purpose is college selection and self-actualization for the student.

Cranbrook Educational Community occupies a stunning 319-acre campus and contains the Cranbrook Art Academy, the Cranbrook Art Museum, the Cranbrook Institute of Science, and the five schools that comprise the PK-12 program for Cranbrook Schools. Cranbrook was founded in 1904 by George and Ellen Booth who later engaged with Finnish architect, Eliel Saarinen to design most of the school buildings and create a campus-wide aesthetic. The buildings have received designations as National Historic Landmarks. In the fall of 1985, the boys and girls schools merged to form Cranbrook Kingswood, a coeducational Upper School that now serves 813 boarding and day students and comprises grades 9-12 for Cranbrook Schools.

Recruitment will continue until the position is filled; for fullest consideration, interested candidates are advised to submit credentials immediately. An undergraduate degree is required; an advanced degree and 8 years of experience in the college counseling admissions field is optimal. Preference will be given to candidates who have supervisory experience and who demonstrate the ability to manage multiple projects simultaneously. A valid driver's license with satisfactory driving record is required. Interested candidates should submit nominations, credentials and letters of interest (in electronic form), a personal vitae that includes a resume and completed Employee Application, writing samples, and the names of at least three references to: Cranbrook HR, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email humanresources@cranbrook.edu. Our Employee Application can be downloaded from the Employment page on our website at www.cranbrook.edu.