



Associate Dean of College Counseling

Cranbrook Kingswood Upper School is seeking an enthusiastic and experienced Associate Dean of College Counseling to join our dynamic college counseling team. The successful candidate thrives working with a globally diverse student body in a collaborative environment, commits to making a positive impact on the lives of adolescents through personal relationships, sets a positive tone, and treats students as individuals within the context of a broader community. Duties also include advising and contributions to a large extra-curricular program.

The successful candidate informs and counsels families as they move through the college search and selection process. Critical components of this position are thoughtful and effective partnering with students and parents to develop an appropriate college application plan, and advocating on behalf of Cranbrook students with colleges, scholarship foundations, and other entities through letters of recommendation, supplemental written correspondence, phone calls, and meetings with institutional representatives. Various constituents include students, parents, faculty, and staff. Strong computer skills and experience with computerized data systems, such as SCOIR, are preferred.

Cranbrook is a PK-12 school with a vibrant boarding component in grades 9-12, providing the opportunity to live and work on our architecturally famous 319-acre campus. Often living and working in our residence halls, faculty engage students and support their development as members of a shared community. Eagerness to live among students, and to engage them in the evenings and on the weekends as a part of an exciting residential program, is considered significantly beneficial.

In addition to the Schools, the campus also hosts a graduate Academy of Art, a Science Museum, and an Art Museum, which together comprise the Cranbrook Educational Community. The art and architecture that shape the campus are designed to complement the surrounding natural environment, making for a truly stunning campus. The campus is located about 10 miles north of Detroit. For more information, please visit our website: www.cranbrook.edu, and take an [aerial tour of the campus](#).

This position requires a Bachelor's Degree with a Master's Degree preferred. Five years of experience in college admissions and/or college counseling strongly preferred. Involvement in professional organizations and travel are expected.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match.

Interested candidates should submit a curriculum vitae or résumé, a completed Faculty Application, copies of undergraduate and graduate transcripts, a statement of educational philosophy in relation to this position, and two or three letters of recommendation with contact information to: Cranbrook HR – Associate Dean of College Counseling, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email humanresources@cranbrook.edu.