

# Carney, Sandoe and Associates

136 Boylston Street  
Boston, MA 02116  
617-542-0260

[www.carneysandoe.com](http://www.carneysandoe.com)

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## Professional Opportunity Available

### PLACEMENT COUNSELOR

This full-time position provides support to the Placement Team in recruiting and placing teachers and administrators in independent k-12 schools.

Responsibilities include working with schools to meet their hiring needs, assisting teacher and administrator candidates in their job searches, interviewing and assessing candidates, and completing various long-term research projects (in conjunction with the Recruitment and Conference teams). Some travel is required.

This Placement Counselor position demands 1) excellent interpersonal and writing skills, 2) the ability to prioritize diverse responsibilities in an efficient, organized manner, 3) proficient technology skills (including a facility with Excel and other databases), 4) a strong work ethic, and 5) an infectious sense of humor.

A bachelor's degree is required; relevant work experience is helpful though not required. Other contributing factors include: 1) a strong academic record, 2) a history of community service, and 3) a long-term career interest in either education and/or business.

This position has at times served as a precursor to a Placement Associate position -- or other senior level positions -- within the company.

### **If interested, please contact:**

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