



**MCMILLAN EDUCATION**  
Boston, Massachusetts

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**EDUCATIONAL CONSULTANTS:  
COLLEGE COUNSELING**

Start Date: Between Fall 2021  
and Summer 2022

[mcmillaneducation.com](http://mcmillaneducation.com)



**Carney  
Sandoe**  
& ASSOCIATES



# McMillan Education

Since 1955

## OVERVIEW

McMillan Education, the oldest and foremost educational consulting firm in the country, seeks two Educational Counselors with college counseling expertise to join in its mission of working with families around the globe to find the best-fit schools. The start date is flexible; the team is open to exploring timelines ranging from this fall through next summer.

Primary responsibilities:

- Counsel students and parents through the college search and application processes and provide hands-on guidance through each step of the application process.
- Collaborate with colleagues and embrace the field's best practices to meet the needs of students and their parents.
- Attend local and national conferences and visit college and university campuses to continue to develop professionally and to maintain and expand professional network.
- Travel with colleagues domestically (and, possibly, abroad) to meet with families and/or promote and support the work of the firm.
- Willingness to learn independent school and/or graduate school planning.



## THE FIRM

McMillan Education, formerly Howland & Spence, is the oldest and foremost educational consulting firm in the country, having served families from over 40 states and 60 countries since 1955 from Boston's Back Bay and, now, the North End. With a team of 15 counselors, all of whom have spent many years in independent schools as teachers and administrators, McMillan Education shares a commitment to collaboration, embraces industry-leading practices, and advocates for the whole child in finding the best educational fit.

McMillan Education frequently works with students during their whole educational careers, guiding them in everything from elementary school selection, to secondary day or boarding school planning, all the way through to the college admission process, and into graduate school placement. Each counselor strives to develop a caring relationship with students and their families, taking the time to get to know them well and understand their school search. At the same time, counselors stay current with educational and admissions trends by visiting hundreds of campuses across the country and participating in regular in-house professional development and training in order to best serve students and families.

## THE FIRM

"Because you take the time to get to know them personally, my sons feel more confident in their directions and decisions. They have a sounding board who relates to them, speaks their language, is knowledgeable, and provides suggestions we may not have found. Best of all, I am still very involved in their journey—in a manner that is more collaborative than I had imagined. With a wise advisor, the big decisions are easier and I believe my sons will make more prudent choices."

-Mother of triplets from Bolton, MA

"I want to thank you for the quality of your work with me. I appreciate how willing you were to take me on so close to the deadline and how much flexibility you had for scheduling. I came to you with an ambitious list and many criteria of interest. Your guidance helped me to narrow it down by making important and honest decisions. You never brought me an out-of-left-field suggestion or bombarded me with statistics. My finished work felt polished and edited, but still my own. My experience at McMillan made my application process significantly less stressful than it otherwise would've been."

-Student entering college

"I sincerely want to thank you for all you did for our family. The process with [my son] was light years better than what we went through with my older son, and it was because of the calm and clear stewardship you gave us throughout. I would recommend you and your team a thousand times over. More importantly, though, I want to thank you for your responsiveness, your thoughtfulness, your honesty and your friendship throughout."

-Mother of son entering Colby



McMillan Education also offers services that go beyond traditional educational planning. Knowing the important role of education in other cultures, the firm works with international students to find the schools and programs that best match their needs. For students looking to pursue athletics at the school or college level, McMillan Education is well known for expertise in the recruiting process. For those looking to develop their particular arts and creative skills, the firm assists students in making important decisions about their goals around their craft and how it relates to their education. McMillan Education also has a long history of working with students with learning differences to find schools and programs that can effectively support their needs, in addition to working closely with families dealing with developmental and academic crises and assisting them in finding appropriate therapeutic placements.

Beyond personalized service, McMillan Education optimizes the search process by providing access to its custom-designed interactive platform called The Owl's Nest, which significantly enhances each student's planning experience. McMillan Education's signature Wise Method™ of College Planning unfolds on The Owl's Nest, guiding students through the discovery and action phases of the college planning process with access to personalized calendaring and task assignment features, the team's collective wisdom captured in hundreds of white papers covering all search-related topics, as well as national admission data that assist in making sense of the complicated college application process.

McMillan Education's counselors are a highly collaborative team who share a growth mindset and lean on one another's expertise and experience in everyday life. Additionally, the team meets regularly to exchange ideas, discuss students and families, share best practices, and support one another. Don or Sarah McMillan, co-CEOs, also meets weekly with each counselor for ongoing mentoring in McMillan Education best practices and to provide professional support. The bright, warm, and welcoming McMillan Education office is located in the North End of Boston and is an extension of the firm's culture, which combines a seriousness of purpose with a relaxed, fun, and caring community of educators.



McMillan Education is committed to supporting the broader community and seeks to contribute in a variety of ways. The McMillan Scholars program was established and designed to support talented, under-resourced, college-aspirational Boston Public School students selected from the [BUILD Boston](#) non-profit organization. The team also supports students at Beacon Academy. For an overview of the firm's community engagement, please click [here](#).

The firm is affiliated with The Association of Boarding Schools (TABS), National Association for College Admission Counseling (NACAC), New England Association for College Admission Counseling (NEACAC), The Enrollment Management Association (EMA), Small Boarding School Association (SBSA), National Association of Therapeutic Schools and Programs (NATSAP), Higher Education Consultants Association (HECA), and Independent Educational Consultants Association (IECA). McMillan consultants regularly speak at these associations' national conferences and have served as Board Members. In their role as industry leaders, they also publish regular blogs and social media posts. More information about the firm may be reviewed [here](#).



## DESIRED QUALITIES AND QUALIFICATIONS

The ideal candidate is:

- A whole student advocate genuinely enthusiastic about working closely with students and their parents/guardians.
- A student-centered educator at heart able to see and celebrate the potential in every student.
- Passionate about getting to know each student as a whole person through McMillan Education's developmentally-focused process of educational planning.
- Well versed in the college admission landscape.
- Experienced and committed to working with students with diverse skill sets and backgrounds.
- Emotionally intelligent, energetic, hardworking, good humored, collaborative, empathetic, collegial, adaptable, and confident.
- Intrinsically motivated and able to effectively manage an unconventional and dynamic schedule.
- Eager and willing to learn with and from others.
- Comfortable and able to use a range of communication resources and technical tools to establish and maintain relationships with students and their families and enhance the planning experience.
- Leaning into innovation willingly and with a desire to learn and adapt quickly.
- Knowledgeable about the unique admission processes international students and/or athletic recruits undergo.

The ideal candidate has:

- Several years of college counseling experience within an independent school community with expansive knowledge about colleges and universities and a thorough understanding of the college search and application processes.
- Experience in or a willingness to learn independent school planning and/or graduate school counseling.
- Excellent organizational and time management skills.
- Exceptional interpersonal and communication skills: a close and thoughtful listener, a compelling and articulate speaker, an excellent writer, and a sense of when and how to best deliver information.
- Integrity and understanding of appropriate relationships with students, parents, and colleagues.
- A growth mindset.
- Ability and willingness to travel domestically (and, possibly, abroad).
- Experience working with international students as well as with international educational systems.
- Experience in athletic recruiting.

Compensation and benefits are top in the industry, and unique in the independent consulting world: McMillan Education provides a base salary with potential for enhanced earnings, support for health insurance and retirement, as well as full coverage of professional travel and conferences, domestic and international training, administrative support, and use of iPhone, Mac laptop, and other technical resources and support.

Because the majority of the work may be conducted outside of McMillan's Boston office, counselors may reside anywhere. However, counselors must be available for regular meetings held in the Eastern Time Zone (as well as families' time zones from around the world) and also be willing to come to Boston to connect with the team on a quarterly basis (travel and accommodations paid for by McMillan Education).

## TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position.
- A current résumé.
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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