



RIVERDALE COUNTRY SCHOOL

Bronx, New York

**ASSOCIATE DIRECTOR OF
COLLEGE COUNSELING**
Start Date: By July 2023
riverdale.edu



**Carney
Sandoe**
& ASSOCIATES



RIVERDALE

Mission Statement

Riverdale is a Pre-K through grade 12 independent school in New York City committed to empowering lifelong learners by developing minds, building character, and creating community in order to change our world for the good.

OVERVIEW

Riverdale Country School is an independent school serving over 1,200 students in Pre-K through grade 12. Founded in 1907 by Frank S. Hackett with a belief that learning should move seamlessly from the classroom to the outside world, the school is comprised of three divisions – Lower, Middle, and Upper schools – and offers a comprehensive academic curriculum accompanied by immersive, hands-on experiences to a diverse student body representing more than 117 communities across New York and 72 different nationalities. Experiential learning at Riverdale encompasses interdisciplinary programs, global studies, service-learning, outdoor/adventure education, and community engagement.

Riverdale is a school with a long history of innovation: igniting the “country school” movement in the United States at the beginning of the 20th century, championing global education in the 1940s and 1950s, and creating new interdisciplinary courses in the 1980s and 1990s. Today, Riverdale continues to pioneer innovation through its latest program launch, PLUSSED, an R&D studio that works alongside internal and external partners to build and implement new programs and systems for teaching and learning.

Riverdale seeks a new Associate Director of College Counseling to begin by July 2023. The new Associate Director will join the existing team in anticipation of growth in Riverdale’s Upper School. The Associate Director will bring a deep understanding of the college admission process and demonstrate passion for guiding students through their college application process, skill in partnering with parents and caregivers, and interest in being a part of a dynamic community of faculty members and administrators. Ideal candidates will bring significant experience working in selective college admission, exceptional interpersonal and communication skills, and an orientation toward learning and being mentored into a new role and school community.

At a Glance

Founded: 1907

Total students: 1,260

Students of color: 44%

Total faculty: 287

Student/teacher ratio: 5-1

Financial aid budget: \$10.5M

Students receiving aid: 20%



THE SCHOOL

For over a century, Riverdale Country School has provided students with innovative learning experiences to develop critical-thinking skills, a sense of purpose, and confidence to step into the world and make a difference. Embracing diversity, Riverdale provides an extensive co-educational curriculum and programs that promote a deep commitment to exploration and developing creative and critical thinkers who are unafraid to express their ideas, adept at navigating complex issues, and prepared to lead a global society.

Located in the heart of the Bronx, Riverdale has two dynamic, expansive campuses spanning 27.5 acres where students enjoy state-of-the-art facilities, cutting-edge technology, and sustainable resources. The River Campus serves approximately 400 students Pre-K to grade 5 and is located alongside the Hudson River and adjacent to the Wave Hill Public Garden, providing ample outdoor learning spaces. Students in grades 6-12 move to the Hill Campus which is comprised of six academic buildings including two dedicated science buildings, a freestanding arts center, and a maker space for design and construction projects.

A high challenge, high support community pushes students to engage in critical thinking and develop a love for life-long learning. Riverdale graduates are well-grounded in the traditional academic disciplinary competencies. A core of required liberal arts courses provides a strong foundation for future study. This foundation is augmented by an emphasis on multi- and interdisciplinary courses that encourage critical thinking through close reading of primary sources, discussion-based seminars, and analytical writing. This curriculum demands and develops agility in independent, critical analysis; promotes a global understanding of the interconnectedness of disciplines, ideas, and issues; and requires that students learn to develop and ask meaningful original questions.



Along with the challenging educational courses, students also participate in athletics, arts, service-learning, and other co-curricular activities that require effort and commitment. These co-curricular programs offer students the opportunity to conduct meaningful research to apply skills learned in the classroom in real world settings. Student Life departments on both campuses oversee programs related to learning how to learn, health and wellness, identity, and belonging. Excelling at Riverdale is about wrestling with complex problems and developing one's own sense of purpose.

Diversity, Equity, Inclusion, and Belonging (DEIB) is the foundational core of community building that supports the school's mission. The school champions differences in ability, age, belief systems, gender, family structure, race/ethnicity, sexual orientation, and socio-economic status. Believing that free expression and diverse viewpoints contribute to deeper and more nuanced questioning, reflecting, and understanding of the world, Riverdale students participate in team programs, form friendships with people from different backgrounds, and seek to make positive change.



COLLEGE COUNSELING PROGRAM

The College Counseling Program at Riverdale provides Upper School students with a highly individualized, student-centered approach to college preparation, emphasizing long-term planning, research, and frequent communication among students, their families, and their counselors. Counselors encourage students to explore the numerous possibilities available to them and to think about their unique interests, talents, and potential. The dedicated team of counselors collaborate with students and families to ensure each student is matched to colleges and universities where they will thrive. Riverdale graduates attend the most selective liberal arts colleges and universities as well as engineering and business schools, professional art and theater institutes, and music conservatories throughout the United States and abroad.

COLLEGE MATRICULATION

Matriculations for the Classes of 2017-2022 include the following colleges and universities, among many others:

Amherst College
Barnard College
Boston College
Boston University
Brandeis University
Brown University
Bucknell University
Colby College
Colgate University
Columbia University
Cornell University
Dartmouth College
Duke University
Emory University
Georgetown University
Hamilton College
Harvard University
Johns Hopkins University
Kenyon College
Middlebury College
New York University
Northwestern University
Pitzer College
Pomona College
Princeton University
Rice University
Stanford University
Swarthmore College
Tufts University
Tulane University
University of California Los Angeles
University of Chicago
University of Michigan
University of Notre Dame
University of Pennsylvania
University of Southern California
University of Virginia
University of Wisconsin
Vanderbilt University
Washington University
Wellesley College
Wesleyan University
Williams College
Yale University



DESIRED QUALITIES AND QUALIFICATIONS

Riverdale Country School seeks candidates for a new Associate Director of College Counseling position who possess many, if not all of the following:

- A strong commitment to centering students – their aspirations and their social and emotional needs – in their college search and working alongside the adults in their lives to help support them;
- An interest in and demonstrated ability to work with students with a range of identities, enabling them to feel seen and heard throughout their college search;
- Significant professional experience in selective college admission (previous experience in college counseling is valued but not required);
- Alignment with Riverdale’s mission and values, including commitment to diversity, equity, inclusion and belonging;
- Exceptional written and verbal communication skills;
- Skilled at navigating difficult conversations;
- An ability to work in a fast-paced, detail oriented, and demanding work environment that requires significant time spent outside of traditional school hours;
- An orientation toward working in a highly collaborative team environment;
- Knowledge of additional languages welcome;
- Proficiency with admissions software and Google Suite;
- Bachelor’s degree, with an advanced degree preferred.



TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. All candidates will 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 three professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission).

Selected candidates could also be asked to provide sample counselor letters of recommendation.

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