



UNIVERSITY SCHOOL
Hunting Valley, Ohio

DIRECTOR OF COLLEGE COUNSELING

Start Date: July 1, 2021

us.edu



Carney
Sandoe
& ASSOCIATES



UNIVERSITY SCHOOL

Mission

University School inspires boys of promise to become young men of character who lead and serve. Our dedicated faculty, rigorous curriculum, and experiential programs foster intellectual, physical, creative, and moral excellence. University School is a diverse and inclusive community where each boy is known and loved.

OVERVIEW

University School, located in the suburbs of Cleveland, Ohio, serves 850 boys from Junior Kindergarten to grade 12 on two campuses. Thanks to its dedicated faculty, rigorous curriculum, and experiential programs, University School (US) has been graduating students of intellectual and moral excellence since 1890. At every grade level, US motivates its students to become young men of integrity who will, in turn, lead and serve the next generation. Alumni collectively—and fondly—remember the School as a place where each boy is inspired and empowered to let his true self thrive and to cultivate the tools necessary for success in all areas of life. With the freedom to explore, create, compete, and play, US boys of all backgrounds and dispositions can build on their personal strengths, harness their natural talents, and blaze their own paths to excellence with joy, confidence, and integrity.

At this time, University School seeks a new Director of College Counseling. Strong candidates will understand that college choice and matriculation are natural byproducts of the academic and personal journey each boy embarks upon at US. They will be prepared to become an ambassador for US by understanding and communicating excellence, as well as manifesting its values and mission. Strong candidates will also bring a proven track record of contextualizing and communicating student accomplishment, establishing personal rapport with college representatives, and advocating for the School.

THE SCHOOL

Since its establishment in 1890, University School has served as a model for the American independent day school. Founding headmaster Newton Anderson envisioned a school that would train boys in mental, manual, and physical education. His vision endures, as more than 130 years later, US continues to educate the whole boy.



Fast Facts

Founded: 1890

Total students: 850; 425 in grades 9-12

Total faculty: 125

Faculty with advanced degrees: 84%

Student/teacher ratio: 7:1

College matriculation: 100%

University School believes that its students learn their most formative and enduring lessons through exposure to and experience with a broad range of perspectives. The School recruits and supports faculty whose backgrounds and training bring local, national, and international perspectives to the US community. Likewise, US admits and supports students who represent economically, culturally, and racially diverse communities within Northeast Ohio.

University School maintains the following memberships and accreditations: Independent Schools Association of the Central States (ISACS), Ohio State Department of Education, National Association of Independent Schools (NAIS), Cleveland Council of Independent Schools (CCIS), and International Boys' School Coalition (IBSC). The college office staff are active members of the National Association for College Admissions Counseling (NACAC), the Ohio Association for College Admissions Counseling (OACAC), and the Association of College Counselors in Independent Schools (ACCIS).

ACADEMICS

Across all three divisions, University School faculty members are carefully selected for their ability to communicate, connect, and inspire. They are a continuing source of guidance and friendship for many students long after they have graduated from the School. These highly qualified, creative educators, most of whom hold advanced degrees, are deeply committed to their students, giving their time and attention to each student's academic and emotional life.

Lower School

In the close-knit community of the Lower School (Junior K-grade 5), the youngest members of University School explore and interact while acquiring the essential skills for academic success. The theme-based curriculum is tailored to the way young boys learn best. Caring and talented faculty members have a deep knowledge of the subjects they teach and a unique understanding of young boys and their learning styles.

College Placement

The Class of 2020 (*) matriculated at 59 different colleges. In the past five years, at least one University School graduate matriculated at each of the following institutions:

Abilene Christian University	Hillsdale College	The Ohio State University at Newark
Alma College	Hobart & William Smith Colleges*	The University of Arizona
American University*	Howard University*	The University of Tampa
Amherst College	Indiana University *	Trinity College
Arizona State University*	Indiana University at Bloomington	Tufts University*
Baldwin Wallace University	Ithaca College*	Tulane University*
Bard College	John Carroll University	Union College (New York)
Bates College	Johns Hopkins University	United States Coast Guard Academy*
Baylor University	Kent State University*	United States Military Academy - Army
Belmont University	Kenyon College*	United States Naval Academy
Berklee College of Music	Lafayette College	University of Arizona*
Boston College*	Lehigh University	University of California, Berkeley
Boston University*	Louisiana State University	University of California, San Diego
Bowdoin College*	Loyola University Chicago	University of California, Santa Barbara
Bowling Green State University	Maryland Institute College of Art	University of Chicago*
Brown University*	Marymount Manhattan College*	University of Cincinnati
Bucknell University	Massachusetts Institute of Technology	University of Colorado at Boulder
Carleton College	Miami University of Ohio*	University of Dayton
Carnegie Mellon University	Michigan State University	University of Denver*
Case Western Reserve University*	Middlebury College	University of Illinois at Urbana Champaign
Chapman University	New York University*	University of Kentucky
Claremont McKenna College*	North Carolina State University*	University of Maryland at College Park*
Clemson University	Northeast Ohio Medical University	University of Miami*
Cleveland Institute of Art	Northeastern University*	University of Michigan*
Cleveland State University	Northwestern University*	University of New England
Colgate University *	Oberlin College of Arts and Sciences	University of Notre Dame
College of Charleston*	Occidental College	University of Oregon
College of The Holy Cross*	Ohio Northern University	University of Pennsylvania*
College of William and Mary	Ohio University	University of Pittsburgh*
Colorado College	Ohio Wesleyan University*	University of Redlands
Columbia University*	Otis College of Art and Design	University of Richmond*
Cornell University	Oxford College at Emory University	University of San Diego*
Dartmouth College*	Pennsylvania State University	University of Southern California
Davidson College	Pitzer College	University of St. Andrews
Denison University *	Princeton University	University of Toronto*
DePaul University	Purdue University	University of Utah
DePauw University	Queen's University, Canada*	University of Vermont*
Dickinson College	Rhodes College	University of Wisconsin, Madison
Drexel University	Rice University	Vanderbilt University*
Duke University*	Rochester Institute of Technology*	Villanova University*
Eastern Michigan University	Santa Clara University	Virginia Military Institute
Eastman College of Music*	Savannah College of Art and Design	Virginia Tech
Elon University*	Skidmore College	Wake Forest University*
Emory University *	Southern Methodist University	Washington and Lee University
Fordham University*	St. John's College	Washington University, St. Louis*
Franklin & Marshall College	Stanford University*	Wesleyan University
Furman University	Susquehanna University	West Virginia University
George Washington University*	Syracuse University*	Williams College
Georgetown University	Texas Christian University	Worcester Polytechnic Institute*
Georgia Institute of Technology	The College of Wooster	Wright State University
Grinnell College	The Culinary Institute of America - NY (Main Campus)	Xavier University
Hamilton College - NY	The George Washington University	Yale University
Harvard University	The Ohio State University*	Youngstown State University
Harvey Mudd College*		



Middle School

Middle School students (grades 6-8) become more independent as they start to question the world around them. The academic program is increasingly challenging as boys are now ready to tackle more abstract concepts, preparing them for the Upper School. US teachers understand adolescent boys and work hard to provide a structured yet supportive environment in which each boy can build confidence and discover his own ideas and talents.

Upper School

The Upper School (grades 9-12) academic program offers a range of subjects within a rigorous college preparatory curriculum. Students hone their abilities to converse intelligently, to think deeply and critically, to ask questions, and to study effectively. The wide offering of electives, independent studies, Advanced Placement, and college-level courses give University School boys an unparalleled advantage in college admissions. In countless interactions with students each day, teachers give their time, friendship, and support to ensure every boy thrives in a community where he is known and loved.

US believes that the college counseling process is an organic culmination of the academic and personal journey each boy began at his enrollment at US. Students should arrive at their college decisions as a natural result of the sum of their experiences in their academic, co-curricular, and extracurricular programs. The College Counseling team structures a comprehensive program that helps students reflect upon their strengths and interests and represents themselves effectively to the colleges of their choice.

The 106 members of the Class of 2020 (*) moved on to 59 different colleges and universities, as well as NAPHL Hockey and athletic post-graduate years. Students attend colleges spread across the country from coast to coast, with two students matriculating abroad at the University of Toronto and Queen's University in Canada. Twenty-eight percent of the Class of 2020 attends the 35 "most selective" schools, and 65% attends a "top 75" college or university (*U.S. News and World Report*). The Class of 2020 has eight National Merit Scholarship Winners, 13 National Merit Finalists, 11 National Merit Commended Students, two Regeneron Semifinalists, and three Melvin Scholars. One hundred percent of University School graduates go on to four-year colleges.



ARTS AND ATHLETICS

The Arts Department in the Upper School offers a wide variety of opportunities in the performing arts, visual arts, and design technology. The department faculty consists of a group of practicing artists with more than 100 years of collective teaching experience; these teachers make a habit of sharing their insights and expertise with students both in the studio and through one-on-one tutorials. As a graduation requirement, the School expects students to complete at least four semesters of study in the arts. Many elect to go well beyond that requirement, however, by pursuing a single discipline passionately or taking many different classes to experience a wider scope of media.

The physical education program at US ensures that every student receives instruction in the following areas: fitness and strength building; activities that can become part of a healthy lifestyle, such as running or rock-climbing; and swimming, as all students are required to pass a swim test prior to graduation. Additionally, all students have the opportunity to receive instruction and to compete recreationally in activities such as squash, tennis, badminton, table tennis, basketball, softball, Ultimate Frisbee, and soccer.

At the Upper School level, in particular, the athletic program shifts its emphasis from skill development and participation to competition. Over 90% of US students compete in at least two seasons of interscholastic sports. US students are able to compete at the Freshman, JV, and/or Varsity level in 13 interscholastic sports: baseball, basketball, cross country, football, golf, ice hockey, soccer, lacrosse, swimming & diving, squash, tennis, track & field, and wrestling. At the varsity level, US teams compete at the highest level in the State, having won 24 OHSAA State Championships in the past 30 years.



SCHOOL LIFE

At University School, the mission, the focus on community, and the dedication to equity and inclusion are transparent. US students, parents, faculty, staff, and alumni are encouraged to share their voices, experiences, and ideas openly and authentically. This encouragement helps US boys develop a sense of confidence and integrity that makes them active participants in their world and the global community.

The School's diverse and inclusive community is celebrated on both of its campuses. A special program in the Middle School is the Junior Pembroke Society, a cultural awareness organization for African American students, which continues in high school as the Pembroke Society.

In the Upper School, students form affinity groups to explore issues of diversity on campus. These affinity groups serve as a safe space for students of similar experiences. They sponsor events for the School under the philosophy that the more we know, the more we respect one another. Popular events have included the Gospel Festivals sponsored by the Pembroke Society and the Chinese New Year celebrations hosted by the Asian Platform. All students can apply to attend the nationwide Student Diversity Leadership Conference (SDLC) where they gain comfort and build confidence approaching challenging subjects. At the Upper School, diversity programs throughout the year expose students to relevant speakers, performances, and mini-classes. The student-led Freshman Seminar program and series of Conscious Community Conversations introduce students to others' varied experiences.

US student life hinges on the belief that all students can and should give back to the community. The Community Engagement program at US is a meaningful part of students' lives. In this program, students serve others and lead by doing; they plan their own activities, from working at local shelters, food banks, and hospitals, to volunteering at museums, nursing homes, nature centers, and community development centers. These activities, in turn, encourage all members of the US community to celebrate their interconnectedness as human beings and recognize the ways in which an individual or small group can facilitate change.



Another way in which US fosters a community-centric culture is its House System, which was the first of its kind at any school in Northeast Ohio. In this system, each student is assigned to a house, which integrates boys across all grades and creates a sense of spirit and belonging. Stewardship of the campus is an integral part of the House System. House members take turns caring for common areas, such as the cafeteria. In the process, students learn to be responsible and respectful of their surroundings. Houses also work together during the annual Thanksgiving food drive and other community service projects. Additionally, the houses provide a structure for boys to channel their natural energy and enthusiasm into friendly and spirited competition. Students come up with creative ways to earn points for their houses—through athletic contests, reading competitions, and problem-solving tournaments—and compete for the coveted House Cup at the end of the year.

CAMPUS

The US Hunting Valley campus in Hunting Valley, Ohio has 425 boys in the Upper School. The campus is situated on a stunning 220-acre wooded site 15 miles east of Downtown Cleveland and six miles east of the US Shaker Heights campus. A new 52,000 square-foot academic wing features spacious classrooms and interactive technology. Extensive renovation of the original classroom building has allowed for state-of-the-art facilities for the visual and performing arts.

Located in Shaker Heights, Ohio, the US Shaker campus is home to more than 400 boys in junior kindergarten through grade 8. Built in 1925, the School retains its traditional beauty on a 32-acre site. The campus features Conway Hall, a 32,000-square-foot performing arts and science complex, and Lindseth Hall, the primary wing, which is specially designed for young boys. The US tower is a famous local landmark and provides a commanding view of Cleveland.



CLEVELAND, OHIO

Cleveland, located on the southern shore of Lake Erie, has a population of just under 400,000. While Cleveland may not have been considered a “destination” city a few decades ago, today it is a rising star full of activity to suit any disposition. From rock ‘n roll music to National Park access to distinctive cuisine, Cleveland has something for everyone.

One of Cleveland’s best-known landmarks is the Rock and Roll Hall of Fame. Visitors can expect to see one of the most impressive collections of memorabilia ever assembled—from John Lennon’s guitar to hip-hop pioneer Jam Master Jay’s gold chains. For the younger crowd, the Children’s Museum of Cleveland is a place of magic and wonder and an epic destination for anyone young or young at heart. The Cleveland Museum of Art consistently ranks as one of the best comprehensive art museums in the United States and one of the most visited in the world. And the Cleveland Orchestra has been noted as one of the best in the country and the World. At the Cleveland Museum of Natural History, visitors see rotating temporary exhibits all year long and a permanent collection that includes a cast of “Lucy,” a 3.2-million-year-old early human ancestor, and a full-sized replica of a T-Rex.

Cleveland is nothing if not a sports hub. The professional and semi-professional sports scene is vibrant and accessible. Every summer, the Indians’ Progressive Field and its surrounding area turns into the seat of Downtown Cleveland. And for good reason: in the past few years, the baseball team has enjoyed a historical World Series, won several Central Division championships, and hosted its sixth All-Star Game in 2019. Taking in a Cleveland Cavaliers game at Rocket Mortgage FieldHouse is an absolute must for anyone visiting the city during the NBA season. The Cleveland Monsters, a minor-league hockey team, has a long and storied history. In 2016, just weeks before LeBron James and his teammates would become superheroes by winning the Cavs’ first NBA championship, the Cleveland Monsters won the AHL’s Calder Cup, marking the first time a Cleveland team had hoisted its league’s



championship trophy since 1964. For those who watch football, play football, or just love football, Cleveland's beloved Browns have you covered. The Pro Football Hall of Fame is about an hour south of Cleveland, in Canton, Ohio.

Surrounding Downtown Cleveland, locals and visitors can enjoy an outdoor playground called The Cleveland Metroparks with winding rivers, a vast (Great) lake, plenty of trails, outdoor adventuring, beaches, and parks. In fact, the Cleveland Metroparks is comprised of 18 separate parks in Northeast Ohio that make up what is known, locally, as "The Emerald Necklace." Nestled between Cleveland and Akron sits a massive stretch of additional public green space, the Cuyahoga Valley National Park, which covers 33,000 acres of woods, water, and wildlife, and is free to the public. Running along the length of the National Park is the Towpath Trail. Joggers and cyclists can travel through 80+ miles (soon to be 100 miles with the completion of the full trail to Lake Erie) of beautiful wilderness without crossing traffic, often with the Cuyahoga River on one side and remnants of the Ohio and Erie Canal on the other.

Cleveland also has a burgeoning foodie scene, replete with several chefs who are known as local celebrities, and the city is brimming with locally owned cafes, breweries, and fine dining options.



RESPONSIBILITIES

The Director of College Counseling is responsible for the leadership of a strong team of four college counselors. Collectively, the College Counseling Office guides the members of each graduating class (100+ seniors) through the transition to post-secondary education. The Director is responsible for articulating and facilitating the vision of the department and reports directly to the Director of the Upper School.

The Director of College Counseling:

- serves as a key member of the Curriculum Committee, informing the academic program;
- prepares reports and presentations for the Board of Directors;
- represents the office at school events (New Student Orientation, Open House, Merit Day, Parent Coffees, etc.);
- creates and delivers presentations to freshman, sophomore, junior, and senior parents;
- prepares and teaches the college counseling curriculum in small-group and full-class settings throughout the academic year;
- counsels faculty, sponsors, and coaches on how best to help boys through the college process;
- meets with approximately 25-35 boys throughout the process;
- sponsors (advises) 6 to 8 boys across grades 9-12;
- represents US in college-related activities of the Cleveland Council of Independent Schools (CCIS);
- advises faculty in their writing of college recommendations;
- anticipates expenses necessary to the successful operation of the department and approves all expenditures;
- reviews, adjusts, and improves the college counseling program each year.



The College Counseling Office:

- meets with approximately 105 boys throughout the process;
- writes letters of recommendation for each member of the graduating class;
- advises students on course selection and its impact on the college selection process throughout their four years at the Upper School;
- maintains the online MaiaLearning database;
- maintains the college counseling web page;
- facilitates more than 125 college rep visits each fall;
- attends national and regional conferences (NACAC, ACCIS);
- visits college campuses to establish and maintain mutually beneficial relationships.

OPPORTUNITIES AND CHALLENGES

For 130 years, University School has been a national leader in educating boys. The new Director of College Counseling will take over the reins of an already well-established College Counseling Office with deep institutional knowledge, diverse skills and backgrounds, and an exceptionally collegial and collaborative style. The Director will provide vision and leadership to the department. University School has a long history of excellent college matriculation, with acceptances to the best colleges and universities in the US and abroad. The department prides itself on crafting an experience that is unique and appropriate for each boy; students and families consistently remark on the department's ability to meet boys where they are and at the same time, sensitively manage expectations. The new Director will need to balance the needs of each boy and each family with the institutional demands of providing a competitive value proposition that positions University School at the forefront of the Cleveland independent school market.

DESIRED QUALIFICATIONS

University School seeks a leader who has:

- excellent communications skills, both written and oral;
- superior organizational skills;
- 8+ years of experience in highly-selective college admissions or leadership in independent school college counseling;
- a desire to find the best ways to reach and teach boys, and to design curriculum and processes that encourage growth and self-discovery;
- knowledge of curriculum development and an understanding of the curricular landscape as it pertains to college admissions;
- experience with the NCAA recruitment cycle and ability to work with athletes and coaches;
- a flexible mindset, able to embrace change;
- a desire to be a highly visible member of the school community and to contribute to the life of the school beyond the College Counseling Office;
- emotional intelligence and cultural sensitivity;
- the skills and knowledge to advance and integrate University School's ongoing work in the area of DEI;
- a bachelor's degree (required); advanced degree preferred.

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 one-page statement of leadership philosophy and practice;
- 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:

Rice Bryan

Senior Consultant

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Tom Marlitt

Search Consultant

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