



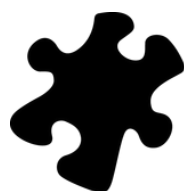
**SACRED HEART
GREENWICH**

**CO-DIRECTOR OF
COLLEGE COUNSELING**

Start Date: July 2026

Sacred Heart Greenwich

Greenwich, Connecticut | shgreenwich.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

Sacred Heart Greenwich, an all-girls, independent, Catholic school, educates and empowers students to pursue excellence, build courage and confidence, and lead lives of purpose and integrity.

At a Glance



1848
established



609
total enrollment



29%
students of color



110
total faculty



85%
faculty with
advanced degrees



7:1
student-faculty ratio



OVERVIEW

Sacred Heart Greenwich is an independent, Catholic, college preparatory school for girls (K–12) and coeducational in its early childhood program. Founded in 1848 and located on a beautiful 110-acre campus in Greenwich, Connecticut, the School is part of the worldwide network of Sacred Heart Schools spread across 41 countries.

Guided by the Goals and Criteria, Sacred Heart is committed to educating the whole child—intellectually, spiritually, and socially—while fostering a deep commitment to faith, community, social awareness, and personal growth. The School aspires to propel girls and young women in kindergarten through twelfth grade forward, to permit their curiosity to roam, to acquire wisdom, live compassionately, and to build good and just societies. Relationships and mentorship are at the heart of the student experience, and educators play a vital role in supporting each student's journey, ideally towards a world where all girls and women are able to shape the future through learning and service.

110 full-time faculty have an average of 15 years of teaching experience. The strength of the faculty is enhanced by Sacred Heart's mentoring program, which pairs new employees with veteran administrators and teachers, who provide an understanding of the School's mission and formation in the Goals and Criteria. Many professional development opportunities are encouraged and funded in order to assure a culture of lifelong learning and training in best practices. The School provides a day care center on campus for faculty and staff.





Situated 30 miles northeast of New York City on the highest point in Greenwich with sweeping views of Long Island Sound, Sacred Heart's campus include modern classrooms, a state-of-the-art observatory and theater, dining and meeting rooms, libraries and media center, chapel, and enviable athletic facilities with an indoor pool, gymnasium, multiple grass and synthetic playing fields, tennis courts and acres of woods, trails and meadows.

Greenwich is a scenic, affluent residential community in coastal Connecticut. 61,000 residents contribute to a thriving economy, and 8,000 acres of protected land— including 32 miles of waterfront, 20 parks, four beaches, a municipal golf course—ensure a variety of leisure and business opportunities for residents. Greenwich inhabitants can take advantage of a community sailing center as well as plentiful trails and paths for bicycling and rollerblading. A recent ranking placed Greenwich among the best places to live in America. As a community, Greenwich values education; 10 private schools complement the town's public school system. The town is home to four libraries and the Bruce Museum, which highlights fine art, science, and natural history in several exhibits throughout the year. Musically, the Greenwich Symphony Orchestra includes 90 members and performs throughout the year. Residents can take advantage of public transportation to reach New York City easily. There, they have access to a world of artistic, athletic, and cultural pursuits.

THE OPPORTUNITY

Sacred Heart Greenwich seeks a dynamic and experienced educator to serve as Co-Director of College Counseling, a highly visible leadership role within the Upper School. This position offers a unique opportunity to guide students and families through a deeply personalized college process while helping to shape and advance a mission-driven program grounded in the Goals and Criteria of a Sacred Heart education. The Co-Director partners closely with the existing Co-Director and Upper School leadership to ensure a thoughtful, student-centered approach to college counseling—one that emphasizes fit, purpose, and the development of confident, self-aware young women prepared to thrive in college and beyond.

Sacred Heart Greenwich's College Counseling program is distinguished by its highly personalized approach, strong relationships with colleges and universities, and a deep commitment to helping each student find the right fit. The program is designed to provide individualized attention to each student and her family beginning freshman year to ensure they are empowered and well informed. The approach hinges on the belief that the college process should be seamless and focused on discovering schools for the unique needs of each student. From freshman through senior year, college counselors guide students from the exploration and planning phases through the application process and the ultimate selection of their college destinations.

CORE RESPONSIBILITIES INCLUDE:

Student-Centered College Counseling

- Guide approximately half of each graduating class and their families through a highly personalized college search, application, and decision-making process
- Build strong, trusted relationships with students and families through individual, family, and group meetings
- Help students identify colleges that align with their strengths, interests, and aspirations
- Support students in developing authentic, compelling applications, including essays and interviews
- Write highly personalized and effective letters of recommendation that advocate for each student
- Educate and support families through workshops, events, and ongoing communication

Program Leadership & Strategy

- Partner with the Co-Director to shape and advance a comprehensive, student-centered college counseling program
- Contribute to strategic initiatives, program innovation, and long-term planning
- Analyze college outcomes and trends to continually strengthen program effectiveness
- Collaborate across the Upper School to ensure a cohesive and mission-aligned approach to college counseling

Curriculum & Student Preparation

- Teach 11th and 12th-grade college counseling courses focused on the application process, writing, and decision-making
- Contribute to a broader 9–12 college readiness curriculum that supports students' long-term preparation
- Equip students with the tools, strategies, and confidence to navigate the evolving college landscape

College & External Relations

- Build and maintain strong relationships with college admissions representatives
- Coordinate and host college visits and prepare students to engage meaningfully with visiting representatives
- Represent and promote Sacred Heart Greenwich to colleges and universities, advocating for students throughout the application process

Process Management & Operations

- Oversee application materials, deadlines, and submission processes with a high level of accuracy and care
- Advise students and families on standardized testing strategies and financial aid opportunities
- Coordinate testing logistics and collaborate with relevant school partners to support student needs
- Partner with academic leadership and communications to ensure clarity, transparency, and consistency in all messaging
- Ensure the School Profile and related materials effectively reflect the strengths of Sacred Heart Greenwich
- Advise aspiring student athletes and collaborate with the Athletic department through the recruitment process to inform students and families of all NCAA eligibility requirements
- Assist with other related duties as assigned by the Upper School Head

Professional Engagement

- Remain current on trends in college admissions through professional development, conferences, and college visits
- Contribute to the ongoing evolution of the program through new initiatives and best practices

Additional Expectations

The Co-Director of College Counseling is a 10-month position with availability throughout the summer months to support students, families, and colleges as needed. This includes maintaining regular communication via phone and email during key periods of the college process. Meetings with students, families, and college representatives are typically held on campus, unless otherwise approved by the Upper School Head.



\$4.8M
financial aid
awarded



21%
students receiving
aid



110 acres
campus size



\$43.6M
endowment



\$34.3M
annual operating budget

DESIRED QUALIFICATIONS AND PERSONAL ATTRIBUTES



- Bachelor's Degree required; Master's Degree preferred.
- Five or more years of experience in college counseling and/or college admissions strongly preferred
- Demonstrated ability to build meaningful relationships with students and families
- Excellent writing, communication, and presentation skills
- Fluency with college admissions platforms, including Naviance, Slate, College Board, and NCAA Eligibility
- Strong organizational skills and attention to detail
- Commitment to working in an independent, all-girls environment
- Alignment with the mission and values of Sacred Heart education
- Deep understanding of both the college admissions landscape and application process
- Creativity and innovation in developing approaches to address family and market needs
- Collaborative working style, especially in partnering with faculty colleagues as well as parents

As members of the international network of Sacred Heart schools, we are committed to attracting and retaining faculty with a passion for teaching, who demonstrate an active faith, practice a deep respect for intellectual values, promote social awareness, build community, and value personal growth and responsibility.



LEARN MORE

- [School Website](#)

- [Goals and Criteria](#)

- [Strategic Plan](#)

- [Equity, Diversity, and Inclusion](#)

- [College Matriculation](#)

- [More About Greenwich, Connecticut](#)





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 your interest in this position;
- A current and comprehensive résumé of no more than four pages;
- A set of responses to questions about how your educational philosophy and practice can or does intersect with the Goals and Criteria of a Sacred Heart education (questions will be provided by consultants);
- 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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