

Trinity School

DIRECTOR OF COLLEGE COUNSELING

Start Date: July 2027

Trinity School

New York, New York | trinityschoolnyc.org

Carney Sandoe & ASSOCIATES



At a Glance

1709
established

1,046
total enrollment

479
Upper School enrollment

184
total faculty

82%
faculty with
advanced degrees

6:1
student-faculty ratio

FOUR PILLARS

TRINITY'S IDEA OF EXCELLENCE:

Our Vocation. The conversation between student and teacher is the heart of our school; all that we do must be born of and nourish that relationship. We are called to challenge the minds, fire the imaginations, and train the bodies of the young people who have been entrusted to us; to enlarge their spiritual lives; and to increase their capacity for mutual and self-respect. We intend to prepare them to learn confidently for the rest of their lives and to give generously and joyfully to others. We can accomplish these things only if we keep our students safe and well while they are in our charge.

Our Obligation. We must ask our young people what they believe in so they can know themselves in the world. We must give them the tools of rigorous and passionate intellectual inquiry and self-expression so they can grow. In our commitment to diversity, we must show our students how to be colleagues and friends so they can act out of respect and love. We must lead them to distinguish right from wrong and then do what is right so they can be persuasive and courageous citizens.

Our Promise. As a school community with these purposes and responsibilities, we will engage the larger communities of city, nation, and world of which we are a part. We will serve our neighbors. We will live fully in our city—exploring its byways and playing over its terrain. We will learn its history and traditions, and what it can teach us of the arts and sciences. We will embody and celebrate its diversity.

Our Means.
Labore et virtute. The terms of our motto, hard work and moral excellence, are meant to strengthen us as we pursue the promise and joy of Trinity School. We ask Trinity families, alumni, and friends to join us in taking on this high calling.

OVERVIEW

Trinity School is an all-gender independent day school for Grades K-12, located on the Upper West Side of New York City. Founded as a charity school at Trinity Church in 1709 for 40 students, it moved to its current location in 1895 and is the oldest continuously operating educational institution in the City of New York. Long regarded as a school that values scholarly investigation, scholastic excellence, and meaningful conversations between teachers and students, Trinity has built an illustrious tradition of achievement in academics, athletics, and the arts.

Trinity's students, faculty, administrators, and parents and caregivers deeply treasure a shared sense of community and purpose. With the agreement of his peers, one student labeled the school "unapologetically intellectual." The heart of the Trinity experience is the relationship between inspiring, caring, and skilled teachers and their talented, motivated, and engaged students, which is centered in the pursuit of knowledge and academic excellence—one faculty member noted he chooses to teach at Trinity because the ability to ask really good questions is at the heart of their collective work. Warmth, joy, and intellectual playfulness show up in the energetic conversations taking place among students in the Upper School's student lounge, pick-up ping-pong matches, student cheers for peers during Upper School gatherings, and long-time Trinity traditions, including weekly divisional Chapels. Parents and caregivers express deep appreciation for the love of learning that Trinity fosters, believing it prepares students for lives of purpose, distinction, empathy, and happiness.





Located in the heart of New York City's Upper West Side, Trinity's urban campus spans nearly the length of 91st Street between Columbus and Amsterdam Avenues, Trinity's campus brings all thirteen grades together in a single, connected collection of historic and contemporary buildings. In contrast to the verticality or multiple campuses of many Manhattan peer schools, this unique interwoven design encourages organic interaction across the entire K–12 continuum—creating endless opportunities for cross-divisional mentorship, interdisciplinary partnership, and a deeply felt sense of shared community. The school utilizes the city as a learning space, with Central Park, The American Museum of Natural History, The New York Historical Society, The Metropolitan Museum of Art, and Lincoln Center for the Performing Arts all easily reachable from campus.

Since its founding, Trinity has remained committed to enrolling a representative student body. Families who join the school community reflect the city's diversity, including race, gender identity, sexual orientation, socioeconomic status, religion, ethnicity, family composition, and cultural background. Students primarily reside on the Upper East and Upper West sides of Manhattan, although an increasing number of students travel to school from Lower Manhattan and the other boroughs of New York City, as well as from New Jersey, Westchester, and Long Island.

As it launches the search for its next Director of College Counseling, Trinity seeks an empathetic, authoritative leader to guide its office, students, parent, and caregiver community. The next Director inherits a highly respected program built on a fundamental premise: that higher education is not an isolated finish line, but the natural continuation of students' intellectual and personal journeys. The ideal candidate will lead a team of skilled, dedicated professionals in aligning the college search with Trinity's broader educational mission—ensuring the process serves as a thoughtful extension of the inquiry, self-reflection, and scholarly depth cultivated during their time at the school. While navigating the ever-evolving landscape of university admissions, the Director must bring deep leadership experience, a process-oriented philosophy, and the capacity to engage meaningfully with a cosmopolitan, highly curious student body while modeling the intellectual and ethical qualities Trinity seeks to instill.

PRIORITIES, OPPORTUNITIES, AND CHALLENGES

Trinity School comes to this search from a position of exceptional strength—guided by dynamic leadership, robust enrollment, an engaged parent and caregiver community, and a student body routinely celebrated by faculty as deeply curious, kind, and intellectually alive.

True to *Our Idea of Excellence,* Trinity is an unapologetically academic institution where college admission is not viewed as the ultimate goal of an upper school education, but rather as the natural byproduct of a community that challenges minds, fires imaginations, and nurtures ethical, confident lifelong learners. The ideal candidate will thrive within this distinct ethos, leveraging Trinity's strong history of college outcomes while stewarding a process centered on student well-being, self-discovery, and fit.

Leading a hard-working, collaborative team, the next Director of College Counseling will inherit a student-centered program and the resources to refine it thoughtfully. Near-term priorities include:



Evolving programmatic timing and content. Designing intentional touchpoints earlier in the Upper School journey to demystify the process, defuse anxiety, and encourage students to remain fully present in their high school experience before formal counseling begins. The Director, in partnership with the college counseling team, will continue to assess and refine current programming, including the college counseling class curriculum, to ensure it reflects the evolving college admission landscape and meets the needs of students.

Leading, supporting, and developing the college counseling team. Members of the college counseling team come with a diversity of experience that has helped each member learn and grow. Continuous learning and curiosity are part of Trinity's culture, and the next Director will support the growth and professional development of each member of the team and attend to their own professional growth as well. Alongside school leadership, the Director will work to ensure that the team has the necessary resources to support the program and students.

Collaborating and partnering with Upper School colleagues. Trinity's Director of College Counseling serves as a thought partner and collaborator with colleagues across the Upper School. The Director reports to the Head of School and serves on the Senior Leadership Team. The entire college counseling team is part of the Upper School's Student Support Team, meets with the Upper School Principal regularly, and enjoys close collaboration with the Dean team (deans "travel" with each grade level). The next Director will continue to foster these important relationships. They will establish clear and consistent communication and seek insights from their colleagues on how to best support students and their families as the college counseling process begins. The former Director was in the early stages of developing programming with the Director of Athletics to support aspiring athletes and had begun to analyze and collect data with the Director of Admissions, grades 5-12; the next Director has the opportunity to continue this compelling work.



$10.5M
financial aid awarded

19.3%
students receiving aid

$103M
endowment

$74.6M
annual operating budget

QUALIFICATIONS AND PERSONAL ATTRIBUTES



- A voice and presence that inspire confidence and draw upon the knowledge and experience gained through significant independent school college counseling and/or highly selective college admission work.
  - An in-depth knowledge of colleges and universities, the current college admissions landscape, and the construction of intentional four-year college search.
  - A deep and diverse professional network within college admission and college counseling.

- The ability to teach and coach a highly engaged and intellectual student population and an orientation toward co-constructing a college search with each student one that honors their interests and ambitions.
  - Strong written, verbal, and interpersonal communication skills demanded of school leaders and college counselors, including but not limited to the ability to write letters of recommendation, listen thoughtfully to students, parents/caregivers, and colleagues, and present to school constituencies, including the Board of Trustees.
  - A drive for connecting with students, professional colleagues, and parents/caregivers with intellectual curiosity, joy, and humor.
  - The ability to engage students in a classroom setting and teach a course geared towards the college search and application process.
  - Experience with specialized admission programs, including athletic recruitment, the visual and performing arts, and/or professional tracks such as architecture and engineering.

- Experience leading and empowering a team of talented professionals and a commitment to cultivating a sense of esprit de corps and focused investment in difference-making evolutions to an already excellent existing program.
  - Demonstrated alignment with Trinity School's mission and pillars.
  - A team-oriented approach to all aspects of the college counseling process and a collaborative spirit of engagement in all professional endeavors.
  - Enthusiasm for actively participating in the life of a dynamic and exciting school community.

- Deep experience working with a diverse and sophisticated family community while communicating with clarity, care, and empathy.

LEARN MORE

- School Website
- School History
- Mission: Four Pillars
- Vision 2028
- Diversity, Equity, and Inclusion
- School Profile
- About New York, New York





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;
- Writing samples: two sample letters of recommendation (names redacted) and one sample communication to a parent/caregiver cohort; and
- 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:

JENNIFER WONG CHRISTENSEN
Senior Consultant
jennifer.christensen@carneysandoe.com

CHRIS BOYLE
Consultant
chris.boyle@carneysandoe.com

The full-time salary range for this position is $275,00-$300,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.

Carney Sandoe & ASSOCIATES