

YULA Girls High School is seeking a full-time Director of College Counseling. YULA Girls High School is an independent Jewish high school for 200 girls, located in West Los Angeles, California. The mission of YULA Girls High School is to provide academic excellence in both secular studies and Judaic studies. YULA Girls High School is seeking a dynamic individual with experience in college guidance at the high school level and/or admissions at a selective college or university.

Responsibilities: • Counseling and supporting students in the college selection and application process. • Working with students individually. • Building relationships with parents and college admissions officers. • Writing letters of recommendation. • Advising students on course selection; demonstrating expertise in the use of Naviance software. • Conducting programs for students, parents and college representatives both during the day and in the evening. • Maintaining a network of colleagues by attending conferences and visiting college campuses. Qualifications: Candidates must have strong interpersonal skills, excellent oral and written communication skills, flexibility, creativity, and the highest standards of integrity.

To obtain further information about this position, or to submit a cover letter and resume, please e-mail Bluma Drebin, Principal of General Studies at bdrebin@yula.org.
