

MOSES BROWN SCHOOL
250 Lloyd Avenue
Providence, RI 02906

Dean of College and Academic Counseling

Founded in 1784, Moses Brown School has been a leader in education for 240 years. We have a proven tradition of academic excellence, a commitment to great teaching, and a dedication to fostering character and confidence in young people. Our stunning 33-acre campus—formerly the farm of 18th-century Quaker abolitionist leader Moses Brown—provides expansive academic, artistic, and athletic facilities right in the heart of Providence.

We are a Quaker school, one of the oldest and largest of a network of 80 Friends schools in the U.S. While each is independent, we all share the same essential mission: honoring what Quakers refer to as the Inner Light and helping each child experience that Light within while nurturing and celebrating their own gifts, talents, and identities. Rooted in the Quaker values of simplicity and integrity, community and equality, care and peace, we apply these values every day to create an academic culture of deep reflection, expansive curiosity, and spirited inquiry.

At Moses Brown School, 100 faculty members serve nearly 800 students ages 3-18, with an overall student-to-teacher ratio of 8:1. We offer a rigorous academic program, and highly motivated upper school students can also choose from among dozens of AP and honors courses for additional challenge. Small classes and advisories help cultivate the strong connections with faculty that are a hallmark of the Upper School.

The student experience is incredibly varied, including 17 musical and performance groups across the school, 50 clubs and activities, and 67 athletic teams competing in 17 different sports. And while individual achievement is celebrated, learning at Moses Brown is a shared enterprise. We foster a close sense of community, evident in collaborative relationships between students and teachers and in our weekly meeting for worship.

Our diverse community is strong enough to hold hundreds of brilliant, unique, independent-minded people. With almost \$8 million awarded annually in need-based financial aid, Moses Brown partners with many families to make a shared investment in bright, caring, and thoughtful children from all socioeconomic backgrounds. And with 27% of our student body being people of color, our community reflects the demographics of our drawing area. Ours is an education that is time-tested, fully immersive, and ever more relevant to today's world. To learn more about Moses Brown School, please visit www.mosesbrown.org.

Position: Moses Brown School seeks a dynamic, experienced, and visionary leader to guide our highly effective college counseling team and play a pivotal role in shaping the future of our academic program. As we evolve toward a skills-based curriculum and away from AP courses, this role will ensure our students are well-positioned in the ever-changing college admissions landscape while also serving as an ambassador to higher education institutions, helping them understand the depth and rigor of our approach. This is an exciting opportunity for a seasoned college counseling professional who thrives in a collaborative environment, values deep relationships with students and families, and is eager to contribute to a school-wide conversation about preparing students for meaningful futures. If you are ready to bring your expertise and passion to a school that is boldly reimagining education at MB, we invite you to apply.

Responsibilities: This position will report to the Head of Upper School (HoUS), supporting the academic program and leading the college counseling office. Primary responsibilities include:

- Leading a team of three experienced college counselors and an office coordinator to stay at the cutting edge of college and career counseling work.
- Cultivating relationships with colleges and partners to share excitement and information about the upper school academic program, including travel to colleges.
- Overseeing the expansion of a four-year college counseling program for upper school students and families.
- Supporting a caseload of students as one of four counselors in the college counseling office.
- Collaborating with the HoUS and Associate Head of School for Academics to develop and execute a vision for the academic program.
- Serving as a point person for students and families with questions about their child's experience in the academic program.
- Serving as a resource to advisors' frontline work to support students and families with questions related to academics.
- Participating in the Student Support team to develop plans of support for struggling students.
- Supporting upper school engagement with parents, teaching candidates, and prospective families.
- Serving on committees and performing other duties as assigned to support the MB mission.

Qualifications: Applicants must have a bachelor's degree from a four-year accredited institution. Master's degree or beyond is desirable. Leadership and experience in both college counseling and academic program are preferred. Candidates should be eager to embrace and forward the Quaker mission and ethos of the school.

The successful candidate will be an experienced, inspirational, and culturally competent leader who can be a visible, accessible, and good-humored presence for students, their parents and faculty. They should be a leader of integrity who has the self-confidence, humility and instinct to lead in a collaborative fashion, and who thrives in a fast-paced, dynamic and demanding work environment. In addition, the ideal candidate will be:

- Dedicated to aligning their leadership with Quaker decision-making practices, values, and norms;

- Committed to working towards an equitable culture of belonging, with a demonstrated record of professional engagement or leadership in this area;
- A highly experienced, emotionally intelligent leader who has well-developed skills building teams;
- A natural collaborator, possessing the self-awareness to seek help when needed, to delegate, to hold one's self and others accountable both for progress as well as missteps;
- A skillful communicator who understands the value of listening, transparency and clarity;
- An experienced practitioner who understands and values the life of a teacher and college counselor;
- Comfortable with industry technologies and data analysis; and
- Genuinely appreciative of adolescents, knowledgeable about the challenges they face today, and a champion for academic, social, emotional and spiritual wellbeing.

Compensation: Moses Brown offers a competitive compensation and benefits package to our faculty and staff. This is an 11-month position starting on August 1, 2025. Following the academic calendar, this position provides a work schedule that allows for a fulfilling career with seasonal breaks.

To apply: To apply, please visit the Moses Brown employment page at www.mosesbrown.org, where you can upload a resume, cover letter that serves as an expression of interest, statement of educational philosophy, and the names and contact information for 3 references. Once we have read and discussed applications, we will be in touch with select candidates to arrange interviews.