Diocese of Nashville

https://dioceseofnashville.com/job/director-of-college-counseling/

Director of College Counseling

Hiring organization
St. Cecilia Academy

Job Location
Nashville, TN

Date posted
October 9, 2026

Valid through
09.01.2027

Send cover letter with resume to Ms. Annie Ligowski at searchcommittee@stcecilia.edu.

Description

St. Cecilia Academy is seeking a full-time Director of College Counseling

Specific requirements include:

- Bachelor's degree, a minimum of 3-5 years of college admissions and/or college counseling experience are required; a master's degree is preferred
- Broad knowledge of colleges and universities
- Commitment to guiding students with a wide variety of academic and extracurricular interests and abilities
- Excellent planning, prioritization, and organizational skills
- Strong public speaking, written communication, and listening skills
- Prior experience in reading and editing college admissions essays

Start Date: January 1st, 2027

Founded in 1860 by the Dominican Sisters, St. Cecilia Academy is the oldest continually running school in the Nashville area. As the only private all-girls Catholic high school in the city, the legacy of St. Cecilia Academy is rooted in a vibrant Christ-centered environment marked by academic rigor and a nurturing community spirit. www.stcecilia.edu

How to Apply

Send cover letter with resume to Ms. Annie Ligowski at searchcommittee@stcecilia.edu.