

PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



Academic Advisor (Full-Time) **(Grades 11-12)**

Position Summary

Portsmouth Christian Academy (PCA) is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a nearly sixty-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Academic Advisor plays a pivotal role in developing and implementing a comprehensive academic guidance program for students in grades 7 through 12. The person in this role supports students in their academic journey, focusing on high school preparation and post-graduation plans, whether college, internships, missions, or service opportunities.

The Academic Advisor develops policies and protocols to guide students through critical transitions, such as from Middle School to high school, and onward to post-graduation pathways. As an expert on college admissions and financial aid, the advisor helps students and parents navigate the admissions process, make the most of the PCA curriculum (including online programs), and understand financial aid options, including merit scholarships and vocational opportunities.

The person in this role also manages career and internship opportunities, building strong relationships with institutions like the Dover Career and Technical Center, and coordinates internship placements during students' time at PCA. The advisor also oversees the administration of key standardized tests, including the PSAT, SAT, and AP exams, ensuring proper administration and reporting.

Collaboration with students, parents, faculty, and external partners is essential, as the advisor plays a critical role in helping students achieve their academic and career aspirations.

This position requires attention to detail, strong organizational skills, and the ability to work collaboratively with faculty, students, and external partners.

To apply for this position, please complete either a staff or faculty application found on the Careers page of our website (pcaschool.org). For more information or to submit a completed application, please email

humanresources@pcaschool.org