



Position Description: College Readiness Counselor

Organizational Summary: The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to local high school students through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

Program Description: *Scholars to College* is a free, four-year college readiness program designed to assist academically-focused students in grades nine through 12 who face systemic barriers to equitable educational outcomes. The principal goal of *Scholars to College* is to help students' gain the knowledge, skills, and behaviors that promote college readiness and success. Students admitted to the program are supported by a College Readiness Counselor who coordinates and implements a comprehensive array of services designed to support each scholar's holistic development while enhancing their academic profile and leadership skills. Ultimately, *Scholars to College* aims to prevent its students from undermatching when selecting a college or university while simultaneously supporting students and their families in selecting the college or university that best meets their academic, social, personal and financial needs.

Qualifications: Bachelor's degree required. Experience in college advising, secondary education, or higher education required. Minimum of two years' experience successfully advising or working with students who face systemic barriers to equitable educational outcomes required. Evidence of strong case management and project management skills. Demonstrated ability to work both independently and collaboratively with a team as well as be resourceful within a systematic program approach. Excellent organizational, communication, and relationship-building skills. Proficiency in Spanish highly preferred. Background clearance and reference checks required.

Job Goal: Reporting to the Associate Director of College Readiness, the College Readiness Counselor is responsible for providing academic counseling and coaching to a cohort of approximately 36 students throughout their four years of high school and for engaging with the parents of these students to ensure they have accurate information needed to support their students' progress. The College Readiness Counselor will also support students to identify enrichment opportunities aligned with their interests and goals and will must support the delivery of programmatic components and curriculum for the *Scholars to College* program.

Primary Responsibility Areas:

Direct Student Services: Provide academic coaching and counseling to a caseload of approximately 36 students and their families at the Center and off-site locations during out-of-school hours (early morning, afternoon, evening, and some Saturdays). Deliver information on academic, social, career, and personal leadership topics of relevance to students and families in individual and group settings. Track, evaluate, and report on student and program performance in accordance with program expectations. Because this is a position that requires regular contact with children, strict adherence to the Center's Safeguarding Children policy is required.

Outreach: Build and maintain relationships with students, parents, individual colleges, high school personnel, and other outside agencies and organizations, serving as the students' advocate when necessary. Demonstrate commitment to formal and informal professional development and leadership.

Program Initiatives: Coordinate, implement, and support assigned on and off-site programming activities, events, and curricula related to college planning, personal management and leadership, academic skill development, career exploration, and parent empowerment in collaboration with Emily K Center staff. Other duties as requested.

Terms of Employment: Full-time position with benefits. Non-traditional hours with some flexibility in schedule. Wednesdays and Thursdays from approximately 12pm-8pm are core program hours. Some Saturdays are required. Salary commensurate with experience. Position begins July 2020.

Evaluation: Performance of this job is evaluated annually.

To apply: Submit one document that includes your resumé and cover letter to Camille Wilson at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by April 29, 2020. For more information visit www.emilyk.org.