



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 college access program designed to assist academically-focused students in grades 9 through 12 who face systemic barriers to equitable educational outcomes. The principal goal of *Scholars to College* is to develop students' knowledge, skills, and behaviors that promote college readiness. Students admitted to the program are supported by a College Readiness Counselor who builds these competencies and helps students enhance their academic profile, personal development, 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 needs.

Job Title: College Readiness Counselor

Job Goal: Reporting to the Associate Director of College Readiness, the College Readiness Counselor is responsible for providing academic counseling and academic 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 must also support the delivery of programmatic components and curriculum for the *Scholars to College* program.

Qualifications: Bachelor's degree required. Experience in college advising, secondary education, or higher education required. A minimum of two years experience successfully advising or working with students who face systemic barriers to equitable educational outcomes. 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.

Primary Responsibility Areas:

Direct Student Services: Provide academic coaching and academic 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.

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. Required program hours include Wednesdays and Thursdays from approximately 12pm-8pm. Some Saturdays are required. Salary commensurate with experience. Position begins July 2019.

Evaluation: Performance of this job will be 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 July 5, 2019. For more information, visit www.emilyk.org.