



Scholars to College Program – Emily Krzyzewski Center

Job Description: College Essay Specialist

Program Description: The *Scholars to College* program is designed to ensure that academically-focused high school students with demonstrated financial need realize success in and out of school, ultimately developing into graduating seniors who are self-assured, scholarship-eligible and college ready. The comprehensive out-of-school program consists of five components that are systematically delivered through individualized and group program applications over the course of their four year high school career: college planning, personal development and leadership, academic skill development, career exploration, and parent empowerment.

Scholars to College Student Profile: Students who are admitted into the program meet the following four eligibility criteria:

- 1) **Program Readiness:** Demonstrated leadership and character
- 2) **Academic Focus:** Grades and test scores reflect commitment to sustained effort and school engagement
- 3) **Family Support:** Evidence of strong family support
- 4) **Low-Income status:** The student demonstrates financial need

College Essay Specialist Primary Job Goal: With the oversight and support of Emily Krzyzewski Center staff, the College Essay Specialist provides individualized support and guidance to a caseload of approximately 17 current high school seniors in the completion of Common App essays, short essay responses, and various other essays pertaining to the college application and scholarship process. Services are provided once weekly on Wednesday evenings from 6:00pm to 8:00pm at the Emily Krzyzewski Center, plus an additional 6 hours per week through virtual and face-to-face meetings with students. College Essay Specialists will be paid to work a total of eight hours per week.

Core Job Functions:

In collaboration with Emily Krzyzewski Center staff:

- Implement a best-practices based process for helping students develop and complete personal statements and college essays in a manner that aligns with the student's goals and the demands of the college environment to which they are applying
- Serve as the secondary support for a caseload of approximately 17 high school seniors in conjunction with the College Candidacy Advisor and College Readiness Counselor who will serve as primary support
- As secondary support, the Specialist will assist in the process of essay revision and editing. This may include a combination of virtual, digital and face-to-face support modalities.
- Work with students during Curriculum Night, each Wednesday from 6:00pm to 8:00 pm from September through January at the Emily K Center plus an additional 6 hours per week through virtual and face-to-face meetings with students.
- Meet with Center staff on a defined schedule for planning, tracking and review purposes
- Maintain a record of each student's work and progress, ensuring students are on track to produce highest quality essays well before stated college deadlines.

Experience, Training and Qualifications:

- Proficiency with Microsoft Word and Google Suite (especially Google docs)
- History of successful work in the field of secondary or higher education, communications, or a related and relevant field
- Commitment to serving low-income high school students and families at a high level
- Experience supporting students to successfully apply to colleges and universities, including highly selective institutions
- Demonstrated ability to work independently and collaborate effectively within a systematic program approach
- Evidence of ability to quickly build rapport with high school students from a diversity of backgrounds

Term of Service: Five month commitment, September to January. Approximately 8 hours per week, including 2 on-site, evening hours weekly, plus 6 hours each week dedicated to individualized support, follow-up and documentation.

Compensation: \$20 per hour, paid via semi-monthly payments

To apply: Submit cover letter and résumé electronically to Camille Wilson at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis. For more information visit www.emilyk.org.

The Emily Krzyzewski Center's mission is to inspire economically disadvantaged students to dream big, strive for academic excellence, act with character and purpose, and reach their highest potential as citizen leaders.