



Position Description: College Readiness Counselor

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Program Description: Scholars to College is a free, four-year college readiness program that assists academically-focused students in grades 9 through 12 who face systemic barriers to equitable educational outcomes. The goal of Scholars to College is to help students navigate barriers and acquire the knowledge, skills, and resources that promote college readiness and success. Students 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 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 counseling, case management, college advising, secondary education, or higher education required. Minimum of two years' experience successfully advising, supporting or working with students who face systemic barriers to equitable educational outcomes required. Key skills and competencies include case management; project management; organization, communication, and relationship-building skills; demonstrated ability to work both independently and collaboratively with a team; culturally responsive approaches to developing programming and student and family engagement strategies; and familiarity with requirements for successful high school completion and admission to a diversity of four-year colleges and universities. Proficiency in Spanish preferred. Background clearance and reference checks required.

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

Primary Responsibility Areas:

Student Support:

Provide academic coaching and counseling to a caseload of up to 36 students during out-of-school hours (occasionally including Saturdays). Deliver information on academic, social, career, and personal leadership topics of relevance to students in individual and group settings. Track, evaluate, and report on student progress in accordance with program expectations. Because this is a position that requires regular contact with children, successfully clearing a criminal background check and strict adherence to the Center's safeguarding children policy are required.

Program Support:

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.

Outreach:

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

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 Saturday programming is required. Hiring range for this position is upper \$40K to lower \$50K. Position begins August-September 2021.

Evaluation: Performance of this job is evaluated annually.

To apply: Submit one document that includes your resumé and cover letter to the attention of Ms. Camille Wilson, Director of College Readiness, 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 12, 2021. For more information visit www.emilyk.org.