



**Schuler Scholar Program
College Counselor**

Position Description

The Schuler Scholar Program (SSP) seeks a College Counselor who will direct all of the SSP college counseling activities at one of its partner high school sites. The qualified candidate will be ambitious, results-oriented, highly organized, energetic and committed to the future of the organization and the young people who are accepted into the program. Strong leadership qualities highly developed interpersonal skills and an understanding of the value of highly selective colleges and universities are important.

SSP Mission

The Schuler Scholar Program, through enrichment academic programs, guidance, and scholarships, prepares high potential students to succeed at selective colleges.

We believe that if high potential but vulnerable students have access to academic and enrichment programs while in high school, are well informed of college options, receive support from family, friends, teachers and mentors, are motivated, and secure financial assistance, they will be successful in obtaining a college degree.

Responsibilities:

- Collaborate with the college counseling staff to develop, implement and evaluate college counseling programming
- Provide one on one college counseling to Schuler Scholars at high school site
- Manage a caseload of 30-60 students
- Write letters of recommendation for all students in caseload
- Facilitate meetings with Junior and Senior scholars and their parents
- Facilitate a series of college counseling related workshops for scholars and their families
- Plan and chaperone local and national college visits
- Represent the Schuler Scholar Program at appropriate NACAC and IACAC events

- Serve as liaison to the high school counseling team
- Work with the SSP college counseling staff to develop partnerships with selective colleges and universities
- Ensure that student data is collected and evaluated
- Provide supervision for AmeriCorps staff members who provide support for college counseling activities, including the facilitation of the summer college program application process
- Participate in the Scholar Selection process across the entire SSP

SKILLS

- Ability to provide counseling services to a diverse population
- High level of organizational sophistication and understanding of college counseling process
- Able to foster relationships with admissions officers and senior level college administrators
- Strategic thinker and inspiring communicator
- Adept at engaging participants in large group discussions
- Sensitive to the obstacles faced by first generation families
- Shows perseverance in the face of significant challenges
- Exemplify, maintain and promote the image and culture on which the SSP was founded
- Ability to speak/read Spanish is preferred, but not required
- This position can be either part-time or full-time if combined with the position
- Occasional attendance at events/programs on evenings will be required as will occasional overnight travel to colleges and universities.

Education:

Bachelor's degree or equivalent experience. Advanced degree in a related field a plus.

Experience:

Qualified applicants will have a minimum of 3 years work experience. Experience as a high school college counselor or in a college admissions office is preferred. Experience managing a staff is a plus.

Start Date:

July, 2012

Salary:

Commensurate with experience.

If interested, please submit resume to:

Robert Andrews, Director of College Counseling: rob@schulerprogram.org

For more information on the Schuler Scholar Program visit www.schulerprogram.org

No phone calls please