



## **College Counselor Chicago or Greater Chicago Area**

### **Schuler Mission**

The Schuler Scholar Program equips bright, motivated youth with the support they need to gain access to and succeed at highly selective colleges and beyond. Schuler Scholars are typically first generation college-bound, are students of color, and come from low-income families. If you are excited about our mission, please learn more at [www.schulerprogram.org](http://www.schulerprogram.org)

### **Position Description**

We seek a College Counselor who will direct all of the Schuler college counseling activities at one of our partnership high schools. Requires strong leadership and highly developed interpersonal skills and an understanding of the value of highly selective colleges and universities. This position is full-time. Occasional attendance at events/programs on evenings and weekends will be required as will occasional overnight travel to colleges and universities.

### **Responsibilities:**

- Collaborate with the Director of College Counseling and college counseling staff to develop, implement and evaluate college counseling programs
- Provide one on one college counseling to Schuler Scholars
- Manage a caseload of 30-50 students
- Facilitate bi-annual meetings with junior and senior Scholars and their parents
- Facilitate FASFA and other 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 partner high school counseling staff
- Work with the Schuler 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 may, from time to time, provide support for college counseling activities

**Skills:**

- Ability to provide counseling services to a diverse population.
- High level of organizational sophistication and understanding of college counseling process.
- Ability to foster relationships with admissions officers and senior level college administrators.
- Strong listening and communication skills (written and verbal).
- 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.
- Self-starter, problem-solver, multi-tasker.
- Resourceful and takes initiative.
- Exemplify, maintain and promote the image and culture on which the SSP was founded.
- Ability to speak/read Spanish is preferred, but not required.

**Education:**

Bachelor's degree required. Advanced degree in a related field preferred.

**Experience:**

Qualified applicants will have a minimum of five years professional work experience. Two to three years of experience as a high school college counselor or in a college admissions office is preferred.

**Start Date:**

Immediate

**Salary:**

Commensurate with experience.

**If interested, please submit resume and cover letter to [HR@schulerprogram.org](mailto:HR@schulerprogram.org)**

**No phone calls please.**

The Schuler Scholar Program is an Equal Opportunity Employer and is committed to fostering an inclusive work environment for people of all identities. Schuler is also an Employer of National Service: AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.