

## 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, cohort-based four-year college readiness program that assists academically-focused students in grades 9 through 12 who are under-represented in higher education to navigate barriers and acquire the knowledge, skills, and resources that promote college readiness and success. Through weekly small group instruction, one-on-one guidance from a dedicated College Readiness Counselor and enrichment opportunities, students receive holistic support in the areas of college planning, personal management and leadership, financial literacy, socioemotional learning, academic skill development and career exploration. Ultimately, scholars who complete our program are prepared for admission to a range of colleges and universities, including selective institutions, and receive guidance and support to select the option that best fits their personal, academic, social and financial needs.

### Key lived experiences, attributes and skill sets sought:

- Bachelor's degree required.
- Experience in youth leadership development, counseling, 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.
- Experience developing culturally responsive approaches to programming and student and family engagement
- Demonstrated skills in case management, project management, and data management
- Excellent communication and relationship-building skills as related to work with both youth and families
- Demonstrated ability to work both independently and collaboratively within a team
- Knowledge of requirements for successful high school completion and college admission, including awareness of equity gaps in both K-12 and higher education processes and outcomes
- Local travel required for school-based service delivery
- Candidates with lived experience and professional backgrounds that are particularly aligned with engaging and supporting Black/African-American male students and communities are especially encouraged to apply

**Job Goal:** Reporting to the Director of College Readiness, the College Readiness Counselor is responsible for providing academic counseling, coaching, and advocacy to a cohort of up to 36 high school students, and for engaging with the parents/caregivers of these students to ensure they have accurate information needed to support their student's progress. The College Readiness Counselor meets regularly with each scholar to review progress towards goals, documenting meetings and helping scholars troubleshoot barriers or problems as needed; supports students to identify enrichment and leadership opportunities aligned with their interests and goals; and contributes to the development and delivery of programmatic activities and events. The services and supports the College Readiness Counselor provides are designed to support scholars' holistic development, enhance their academic profile, and cultivate lifelong leadership skills.

## **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. When needed, refer students for socioemotional support from the Center's Student Resource and Support Manager. Connect students to tutoring support through internal process, and monitor adherence to tutoring requirements. Because this is a position that requires regular contact with minors, successfully clearing a criminal background check and strict adherence to the Center's Safeguarding Children policy is required.

### *Outreach:*

Build and maintain relationships with students, parents, program partners, high school personnel, and other outside agencies and organizations, serving as the student's advocate when necessary. Assist with recruitment and enrollment of new student cohorts. Demonstrate commitment to formal and informal professional development and leadership.

### *Program Support:*

Coordinate, implement, and support 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 comprehensive benefits. Non-traditional hours with some flexibility in schedule. Mondays and Tuesdays from 12:00 p.m. - 8:00 p.m. are core program hours. Some Saturday programming is required. Employment is contingent upon successful clearance of criminal background check. Hiring range: mid \$50K. Position begins late May to early June 2024.

**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. Nikole Nickerson at [jobs@emilyk.org](mailto:jobs@emilyk.org) with position title ("College Readiness Counselor") in the subject line. Priority deadline is April 22, 2024. Applications will be reviewed on a rolling basis until the position is filled. For more information visit [www.emilyk.org](http://www.emilyk.org).