



## Director of College and Career Counseling

Job Description:

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### ABOUT US

Next Generation Scholars (NGS) believes equal access to higher education is the key to making positive change within our community. Our mission is to level the playing field by providing dedicated underserved students with all the advantages available to those of privilege.

### POSITION

NGS is seeking a college and career counseling professional who is deeply dedicated to serving low-income youth and their families to join our team as the *Director of College and Career Counseling (DCCC)*. Our students are highly motivated and academically inclined young scholars who are looking for a challenge in and beyond their K-12 education. Additionally, this candidate would be joining a team that is hard-working, flexible, fun and dedicated to our mission.

### DESCRIPTION

Reporting to the *Executive Director*, the *DCCC* will be responsible for implementing and enhancing the services necessary to support students and their families during culminating transitions to and through college that sustain growth and fulfillment of NGS' mission.

The *Director of College and Career Counseling* should ideally possess abilities to:

### COLLEGE COUNSELING SUPPORT

- Manage the college admissions process of first-generation college-bound students from low-income communities with histories of trauma
- Make culturally-responsive college lists that are mindful of the school's ability to fully fund and holistically support our students
- Oversee the completion of the common application, UC/CSU and college-specific applications
- Teach one 5-week and one 8-week personal essay writing class that reflects communities of color, LGBTQ+, and a myriad of othered voices
- Guide students through their drafts of essays using iterative strategies with the support of the Director of Academics and Admissions
- Write highly personal letters of recommendation
- Prepare students for college and scholarship interviews
- Support students and families in weighing offers and making colleges choices

### FINANCIAL AID

- Display a deep knowledge of the financial aid process and procedures for multiple demographics, including those with varying forms of legal/government documentation
- Analyze and negotiate financial aid packages from multiple types of institutions
- Best match students with independent scholarships specific to the abilities of the student
- Oversee the completion and submission of all FAFSA, CSS Profile, AB 540, and Dream Act forms for all high school seniors, as well as NGS alums in undergraduate and graduate school
- Maintain knowledge of procedures for students with missing, incarcerated, and deported parents

### PARENT SUPPORT

- Write and deliver parent education programming during monthly parent meetings
- Meet one-on-one with individual families to consult on financial aid strategies
- Navigate communication with families of various levels of distrust for institutions
- Work with families that have complex compositions and relationships to enable them to best create and sustain a college-bound culture in the home in partnership with the *Director of Social Services*

## TEST PREP

- Oversee a culturally-responsive 5-week standardized test prep program created to support families who are English-language learners (ELLs)/ English speakers of other languages (ESOL)
- Create individualized test strategies, including SAT vs. ACT decision making, subject tests, and APs
- Create specialized study programs to match the needs of students with learning differences with support of the *Director of Academics and Admissions*

## MULTIGRADE ACADEMIC PROGRAM

*Academic Year-Round Program with support of Director of Academics and Admissions:*

- Make age-appropriate presentations on college readiness each semester to grades 6th-10th
- Create a schedule of bi-monthly cultural capital field trips to expose students to experiences in their areas of interest and to build “intellectual vitality” and enable the “pursuit of ideas” normally not accessible by low-income students

*Summer Academy Program:*

- Teach the rising 12th-grade college-bound curricula

## COLLEGE RETENTION PROGRAMMING

- Demonstrate knowledge of academic planning to support course selection and major declaration
- Support students in navigating resume-building opportunities on- and off-campus
- Apply understanding of the socio-emotional issues faced by first-gen. college students of color
- Coordinate with the student, family, *Director of Social Services*, and schools in emergency situations
- Oversee the graduate school application process
- Create and/or connect students with testing strategies for GRE, MCAT, LSAT, and GMAT
- Career counsel and create workshops for resume and cover letter writing, interview skill-building, fellowship/study abroad/internship applications, job hunting, and first job skills

## COLLEGE PARTNERSHIPS

- Adopt, build, and maintain a large network of relationships with nationwide admissions teams
- Coordinate and host college visits to NGS with the support of the *Admissions Associate*
- Strongly advocate for first-gen. college students of color and speak easily on campus-based issues
- Secure fly-in and revisit packages for students

## REQUIRED QUALIFICATIONS

*The ideal candidate will have:*

- Bachelor’s Degree required, major in Education or Psychology preferred
- Minimum of 3 years experience in college counseling/advising required
- Spanish proficiency preferred

## COMPENSATION AND BENEFITS

- The *DCCC* is a full-time exempt position. Normal working hours are Sunday 12pm - 8pm and Mon - Thurs 11am - 7pm. The salary range is \$60,000 - \$70,000 annually based on experience and qualifications.
- NGS offers a competitive benefits package, including PTO and health, vision, and dental insurance.

Next Generation Scholars is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. People of Color, working-class people, differently-abled people, and LGBTQ persons are strongly encouraged to apply.

## TO APPLY

Please submit a resume and a cover letter that outlines your relevant experience to Shawn Cole-Woods, *Director of Academics and Admissions*, at [shawn@nextgenerationscholars.org](mailto:shawn@nextgenerationscholars.org) by April 3, 2020. Please put “Director of College and Career Counseling” in the subject line. Due to limited capacity, please no calls.