



POSITION: College and Career Counselor
DEPARTMENT: College Counseling

REPORTS TO: Director of College Counseling
FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: Temporary Substitute Position

Overview of School:

Cristo Rey Jesuit High School educates students from low-income families in Baltimore to prepare them for college. We are a Catholic, co-educational, college preparatory school, empowering students to succeed in college, work and life. In partnership with the Maryland Province Jesuits, the Cristo Rey Network and the philanthropic community, our school embraces families of racial, religious and ethnic diversity from Baltimore’s disadvantaged neighborhoods. Our Corporate Internship Program, in partnership with the Baltimore business community, complements our rigorous curriculum of mind, body and spiritual development. We nurture our students to be men and women in service to others through academic achievement, business experience, faith formation and civic leadership. Our goal is that 100% of our students graduate from college.

Cristo Rey Jesuit seeks to attract, develop and retain high quality employees who are committed to our core values:

- Act with Integrity
- Provide High Quality Learning Experiences
- Embrace a Growth Mindset
- Be a Great Teammate
- Results-Driven Decision Making

Essential Functions:

The College and Career Counselor is expected to follow the schedule of the academic year and the academic day; first day for full faculty in August and last day for full faculty in June, from beginning of school day to end of school day. Paid time off benefits will reflect those of ten-month employment.

The essential functions include, but are not limited to the following:

- Work and solve problems collaboratively with other CRJ staff
- Support the department in informational evening presentations on college admissions and financial aid to parents, students and faculty/staff
- Serve as the primary sophomore and freshman counselor
- Teach sophomore college and career readiness classes
- Facilitate relationship between Corporate Internship Department and College Counseling to better integrate career experiences into post-secondary plans
- Facilitate small group visits for students to colleges and universities
- Attend professional conferences and participate in professional development opportunities
- Collaborate with the Post-Secondary Success Department team members
- Complete other duties as assigned by the Director of College Counseling, Principal, or President

Qualifications:

- Bachelor’s degree; experience in student services, career development and internships preferred
- Spanish fluency preferred
- Desire to expand opportunities for first generation Pell Eligible college going students

- Excellent verbal and written communication skills
- Excellent interpersonal skills with colleagues and students
- Excellent organizational skills
- Ability to consistently meet deadlines
- Flexibility, creativity, resourcefulness, organization
- Knowledge of colleges and their academic programs, admission policies, deadlines, and financial policies and procedures
- Knowledge of military and career pathways for students post-graduate plans
- Knowledge of financial aid sources such as third party, legislative and other grants and scholarships
- Personal commitment to Jesuit mission in education and work-study nature of the school

To apply: Email a cover letter and resume to hr@crstoreybalt.org. No phone calls, please.