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**TITLE:** Associate Director of College Counseling  
**DEPARTMENT:** Post-Secondary Success  
**REPORTS TO:** Director of Post-Secondary Success  
**FLSA STATUS:** Exempt  
**EMPLOYMENT STATUS:** Full time

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### **Mission**

Cristo Rey Jesuit exists to transform lives. 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 Baltimore business community, our school embraces low-income families of religious, racial, and ethnic diversity. We nurture our students to be men and women in service to others through academic achievement, business experience, faith formation, and civic leadership.

### **Essential Functions:**

The Associate Director of College Counseling 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:

- Make informational evening presentations on college admissions and financial aid to parents, students and faculty/staff
- Serve as the primary junior counselor; Advise and support juniors and families, individually and in groups, to talk about the application process, college choices and career opportunities
- Teach college and career readiness classes to juniors
- Facilitate college admissions visitors to the school
- Attend professional conferences and visit college campuses
- Nurture relationships between the school and colleges and universities
- Manage social media accounts for Post-Secondary Success Department
- Work and solve problems collaboratively with the Post-Secondary Success team members and other CRJ staff
- Complete other duties as assigned by the Director of Post-Secondary Success, Principal, or President

### **Minimum Qualifications (Knowledge, Skills, Abilities):**

- Bachelor's degree; experience in college admissions or counseling and understanding of financial aid 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 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

**Physical Demands and Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit for long periods of time; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. This position will be working primarily indoors in a climate controlled, smoke free office environment, but also requires the employee to be in the outdoors on an infrequent basis. From this movement, the employee will encounter varying temperatures. The noise level in the work environment is usually moderate.

**Disclaimer:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.