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**TITLE**: College and Career Counselor

**DEPARTMENT**: Post-Secondary Success

**REPORTS TO**: Director of Post-Secondary Success

**FLSA STATUS**: Exempt

**EMPLOYMENT STATUS**: Full time

**Overview of School:**

Cristo Rey Jesuit High School empowers Baltimore youth to succeed in college, career, and life. We provide access and opportunity for students of religious, racial, and ethnic diversity to excel through rigorous academics, a corporate internship program, extracurricular activities, and faith formation. We transform lives in the Catholic, Jesuit tradition of faith, justice, and reconciliation.

**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, financial aid, and career opportunities to parents, students, and faculty/staff
* Serve as the primary sophomore and freshman counselor
* Teach Sophomore college and career readiness classes
* Provide college and career readiness curriculum for sophomore Life Skills 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, including two weeklong summer tours
* Collaborate with colleagues and students in the development of relationships to support academic growth.
* When communicating with parents of students and advisees, demonstrate a commitment to diversity, equity, and inclusion by using strategies that create an inclusive school environment.
* Coordinate summer programs for all students (9-12th grade) through research, promotion and assisting students with applications and scholarships
* 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 Post-Secondary -Success, Principal, or President
* Manage and advise 10% of the senior case load
* Collect and maintain daily data on college process for senior class

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

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

* 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 and skills of navigating Naviance
* 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
* Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

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