



Director of College Counseling

Student Leadership Network supports two life-changing programs that empower students to break the cycle of poverty through education: The Young Women’s Leadership Schools, a network of high performing all-girls public secondary schools, and CollegeBound Initiative (CBI), a school-based college access program for young women and men. Student Leadership Network programs promote a college-going culture in schools and make the dream of college a reality for students from low-income communities. *To learn more, visit our website at: www.studentleadershipnetwork.org.*

CBI is seeking Director(s) of College Counseling (DCC). The DCC will provide comprehensive services that include: early college and career awareness activities, personalized college application support to achieve best “fit” acceptances for students, guidance with the financial aid process to secure financial aid packages that make college success achievable, transition to college workshops and alumnae opportunities. The **DCC** guides students to overcome personal, cultural, and financial barriers to college success and works closely with principals and teachers to create a college-going culture that raises parent and student expectations.

Primary Roles and Responsibilities include but are not limited to:

- Manage the college application and financial aid process for all graduating seniors while adhering to deadlines
- Network with college admissions professionals to improve school visibility and reputation leading to the active recruitment of our students by colleges and universities
- Execute CBI Standard Components, with fidelity, including classroom presentations, student workshops, parent meetings, college fairs, and college trips for each grade level
- Manage CBI college transition coach throughout the academic year including the summer implementation of the Bridge To College Program
- Support the school’s administration, staff, and faculty to implement early college and career awareness that provides each grade level with appropriate college guidance and learning via a distributed counseling model
- Support student recruitment for maximum participation in partner college and other third party enrichment programs
- Manage Naviance database to ensure accurate and timely recording keeping of all standard program components
- Additional duties as assigned



The Young Women's
Leadership Schools.



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Key Qualifications:

- Master's Degree in Education, Youth Services, Social Work or related field required.
- Three years of experience in college access, higher education and/or an educational non-profit required.
- Demonstrated experience with college admissions/counseling at the secondary school or collegiate level.
- Strong strategic thinking and program management skills
- Ability to produce significant and sustained programmatic results and improvements
- Ability to perform simple to complex data analyses
- Experience with understanding NYC public school culture
- Experience working with low-income student populations
- Excellent writing, editing, and communication skills
- Exceptional interpersonal and organizational skills
- Demonstrated ability to communicate one-to-one, in small groups, and in public speaking contexts
- Strong computer skills including knowledge of Microsoft Office applications
- Ability to interact well with a high-performing, mission-driven staff
- Ability to collaborate effectively with the high school's administration, faculty, and staff
- Willingness to travel and host evening events, periodically
- Understanding and commitment towards the mission of the program, with determined delivery of service
- Experience working with New York City students from diverse socioeconomic, racial, and ethnic backgrounds
- Knowledge of barriers faced by low income, first generation, college bound students
- Entrepreneurial, creative, and ambitious, with a love for both creating new programs and realizing the full potential for existing efforts

Compensation: Competitive/commensurate with experience and education. FLSA Status: Exempt. Student Leadership Network is an equal opportunity employer.

Benefits: Medical, Dental, Vision, and 401K matching.

Application Instructions: Please email your resume and cover letter to jobs@studentleadershipnetwork.org. Please mention where you saw this ad.



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