



College Counselor

POSITION DESCRIPTION

Organization Description

Breakthrough Twin Cities (BTC) prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), St. Paul District School, and Chaska High School through Eastern Carver County Schools (ECC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing on their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of a School Year Coach. Students complete the program by working 1x1 with a college counselor (this role) in 11th and 12th grades, with 99% graduating from high school and getting accepted into college.

Position Description

The College Counselor will work directly with Breakthrough students in 11th and 12th grade on the college application process. College Counselors begin working with students in the fall of 11th grade, all of 12th grade, and through the process of enrolling in their post-graduation plans. This role will work closely alongside the current College Counselor in this work to share resources, historical information about the schools and students we serve, and in understanding how to best support Breakthrough students. This position will report to the School Year Program Director.

Responsibilities:

- Provide individualized support to a caseload of 11th and 12th grade students in the college application process.
- Track student data and outcomes to inform counseling and support for individual students as well as support program evaluation and development.
- Design and implement monthly school-year programming for 11th and 12th grade students to support their academic success, wellness, and college readiness.

- Coordinate with school staff from 10 – 15 of our partner schools to ensure consistent student support.
- Provide consistency and accountability for students to manage responsibilities and meet the necessary deadlines in the college application process.
- Meet bi-weekly with your supervisor and the other College Counselor to troubleshoot any issues you may be experiencing with students, programs, or schools.
- Come to the monthly Saturday Sessions, plan for, and facilitate programming for 11th and 12th grade students alongside the other College Counselor.
- Plan, prepare, coordinate, and facilitate a summer workshop for 10th, 11th, and 12th graders.
- Other duties as assigned.

Qualifications:

- Knowledge of and experience with the college admissions process
- General knowledge of the financial aid process; FAFSA, CSS Profile, and the ability to support Breakthrough students and families through that process
- A commitment to continuous learning in light of the ever-changing college admissions landscape
- Experience supporting first-generation students in the college application process
- Experience working with diverse groups of people, ideally in an educational setting
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills
- Ability to initiate and follow through on ideas; strong leadership and organization skills
- Strong sense of purpose and vision for expanding educational opportunities for aspiring educators and under-resourced youth
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission
- Familiarity with the Google Suite (Docs/Sheets/Google Classroom)

Preferred Qualifications:

- Bachelor's Degree or equivalent experience
- Breakthrough, LearningWorks, or Summerbridge experience
- Experience working with Salesforce
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish

Terms of Employment:

Dates/Times: This position is a part-time, contracted position, and is not eligible for benefits.

- School-Year Program (SYP):
 - Hours will average 20–30 hours per month based on school visits, student meetings, and meetings with BTC staff members
 - Monthly Saturday Session (7:30am – 2pm) during a typical school-year
- Summer Program
 - Hours will average 10 – 20 hours per month
 - Focus will be around planning and facilitating a summer workshop session for rising 10th, 11th, and 12th grade students

Work Location: Office space is provided at our headquarters at Mounds Park Academy (2051 Larpenieur Ave E, St. Paul) with frequent school visits as well as office hours at area libraries and coffee shops. Some work can also be done remotely. Access to a car or reliable transportation is required.

Compensation: \$45 – \$51/hour (depending on experience)

Hourly rate will be determined by the level of qualifications, prior experience working in education/college counseling settings and cannot exceed \$20,000 annually.

APPLICATION SUBMISSION:

Priority deadline by July 25th, 2022. Applications will be accepted until the position is filled.

To apply, please send a cover letter, resume, and three references, one of which should be an individual you've mentored or coached to apply@breakthroughwincities.org with the subject line: "College Counselor".

Hiring decisions will be made in August. Please direct all questions to apply@breakthroughwincities.org.

For more information visit our website: www.breakthroughwincities.org