



## COLLEGE COUNSELOR

### **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), Central High School in Saint Paul (SPC), 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 in 11<sup>th</sup> and 12<sup>th</sup> grades, with 99% graduating from high school and getting accepted into college.

### **Position Description**

The College Counselor will work directly with students in 11<sup>th</sup> and 12<sup>th</sup> grade on the college application process. College Counselors begin working with students during the fall of 11<sup>th</sup> grade and support them through 12<sup>th</sup> grade and then in enrolling in their post-graduation plan. This role will work closely alongside the current College Counselor in this work to share resources and understanding on how to best support students. This position will report to the Program Director.

### **Responsibilities:**

- Provide individualized support to 11<sup>th</sup> grade students in the college application process for the 2020-2021 school year and working with 11<sup>th</sup> and 12<sup>th</sup> grade students in years to come.
- 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 (remotely during the pandemic) for 11<sup>th</sup> grade students to support students' academic success, wellness, and college readiness.
- Coordinate with school staff from 10-15 partner schools to ensure consistent student support.
- Provide consistency and accountability for students to manage responsibilities and meet deadlines in the college application process.

### **Qualifications:**

- Knowledge of and experience with the college admissions process
- General knowledge of the financial aid process, FAFSA, and CSS PROFILE and the ability to support 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 and an ongoing commitment to increasing cultural competency
- Excellent interpersonal and facilitation skills
- Ability to build strong connections with students and an ability to meet them where they are at and further engage them in the college application process
- Ability to work effectively with other staff and members of the Breakthrough Twin Cities community
- Exceptional organizational and time management skills
- Excellent written and oral communication skills
- Exceptional follow-through on responsibilities
- Access to reliable transportation in the Twin Cities metro area
- Ability to be present for all required times and dates

## **Terms of Employment**

Dates/Times: This is a part-time, contracted position without benefits

- School-Year Program
  - Hours will average 35-40 hours/month based on school visits, student meetings, and meetings with BTC staff members
  - Monthly Saturday Sessions (7:00 AM – 1:00 PM) during a typical school-year
- Summer Program
  - Hours will average 20-25 hours/month
  - Plan for and facilitate a summer workshop session for rising 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students

Work Location: During the pandemic, staff have completed the majority of their work at home. For the time being, working in the office is also available but is dependent on the changing conditions. When the pandemic subsides, we expect most of the work to resume at our headquarters at Mounds Park Academy (2051 Larpenteur Ave E, St. Paul) with occasional school visits, recruitment sessions, and programs in the Saint Paul and Chaska areas. Access to a car or reliable transportation will be required when in-person efforts resume.

Compensation: Hourly rate will be determined by the level of qualification and prior experience working in education or in college counseling settings (ranging from \$45-\$51 per hour, and no more than \$20,000 total annually).

**How To Apply:** Send an email with the subject “College Counselor” to [apply@breakthroughtwincities.org](mailto:apply@breakthroughtwincities.org) with a brief description of why you are interested in the position, a resume, and the contact information, position, and relationship of three references, one of which being an individual you mentored or coached. Early Application deadline is October 8<sup>th</sup>. Applications will be reviewed on a rolling basis until the position is filled.

For more information visit our website: [www.breakthroughtwincities.org](http://www.breakthroughtwincities.org)