

<b>Job Title</b>	College Access Counselor
<b>PVN ID</b>	BA-2308-005800
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BARUCH COLLEGE

<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$40.00
<b>Hour(s) a Week</b>	4.00
<b>Closing Date</b>	Oct 17, 2023 (Or Until Filled)

## General Description

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The [STEP Academy](https://step.baruch.cuny.edu) at Baruch College (a STEM academic enrichment and college preparation program) is seeking to fill an in-person Saturday staff position for the fall semester. Managed through the CUNY Research Foundation, we serve over 200 NYC middle and high school students.

The Fall 2023 Program runs from September 30th through December 9th, excluding November 25th.

**Website:** <https://step.baruch.cuny.edu>

**Blog:** <https://baruchstep.wordpress.com/>

**Instagram:** <https://www.instagram.com/baruchstep/>

### Summary of Responsibilities:

The college access counselor will provide individual counseling to juniors and seniors, assist staff with Saturday programming, and lead workshops on college preparation and career readiness for students and student support and advocacy for parents.

### Schedule

10am - 2pm for 10 Saturdays

## Other Duties

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### College Access Counselor (*In-Person Position*)

#### Specific Duties

Discuss individual academic plans and career aspiration during 1-on-1 counseling sessions

Lead student workshop sessions on college preparation and career readiness

Develop and facilitate parent workshops to provide support for college bound aspirations

Assist with the advisory committee and parent group

Collaborate with staff on assessing program's college readiness offerings

## Qualifications

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### Qualifications

Required:

- Bachelor's Degree required
- Experience providing academic and college counseling
- Possess good interpersonal skills with teenagers and parents

Preferred:

- Graduate student studying school psychology/counseling or current school counselor
- Familiarity with working with diverse student populations (first generation, immigrant, minority, and low-income)
- Experience working in secondary schools, college access programs, or community based organizations

**Salary:** \$1600

\$40 per hour (4 hours x 10 sessions)