



Job Title	College Access Counselor (Saturday Program)
PVN ID	BA-2408-006392
Category	Instruction and Social Service
Location	BARUCH COLLEGE

Department

Status	Part Time
Hourly Rate	\$40.00-\$40.00
Hour(s) a Week	4.00
Closing Date	Oct 11, 2024 (Or Until Filled)

General Description

The [STEP Academy](#) at Baruch College (a STEM academic enrichment and college preparation program) has several open staff positions for the fall semester. Application submission deadline is September 1st with interviews starting mid-August.

The Fall 2024 Program runs for **10** Saturdays: September 28th through December 7th, excluding November 30th.

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 provide support and advocacy training for parents.

Schedule: 10am - 2pm

Other Duties

- Discuss individual academic plans and career aspiration during 1-on-1 counseling sessions
- Lead student workshop sessions on college preparation, soft skill development, 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
- Other duties as assigned

Qualifications

Required:

- Bachelor's Degree required
- Significant experience providing academic and college counseling in a structured educational setting
- Possess good interpersonal skills with teenagers and parents
- Flexibility in pivoting in workshop planning based on the needs of the program

Preferred:

- 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

Please note: Only applicants with cover letters explaining their interest and their applicable experience/skills will be considered. Eligible candidates will be contacted immediately for interviews. Priority consideration for submissions before August 30th.