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<b>Job Title</b>	Postsecondary Counselor (Saturday Program)
<b>PVN ID</b>	BA-2412-006638
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BARUCH COLLEGE

**Department**

<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>	Feb 23, 2025 (Or Until Filled)

## General Description

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The [STEP Academy](#) at Baruch College (a STEM academic enrichment and college preparation program) has two openings for Postsecondary Counselor positions for the spring semester.

**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 all high school students and provide support and advocacy training for parents.

**Schedule:** February 1st through April 12th from 10am - 2pm

**Salary:** \$1600

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

## Other Duties

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- 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 and internship readiness
- Assist with the advisory committee and parent group
- Collaborate with staff on assessing program's college readiness offerings
- Other duties as assigned

## Qualifications

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## **Qualifications**

### **Required:**

- Bachelor's Degree required
- Availability from 10am – 2pm each scheduled Saturdays session
- Experience providing student counseling sessions and facilitate parent workshops
- Background in high school academic, college or career counseling
- Possess good interpersonal skills with teenagers and parents

### **Preferred:**

- Current school counselor
- Familiarity with working with diverse student populations (first generation, immigrant, underrepresented, and low-income)
- Experience working in 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.