

College Counselor Cristo Rey Jesuit High School

Cristo Rey Jesuit High School seeks to educate students from low-income families in Baltimore, in order to prepare them for college. The school program includes both a high quality college preparatory curriculum and a corporate internship employment program. Our goal is that 100% of our students graduate from college.

Responsibilities

The College Counselor will assist students in their college search, admission, financial aid, and enrollment process. College Counselor is a part-time role whose responsibilities include, but are not limited to, the following tasks. The College Counselor will:

- Make informational evening presentations on college admissions and financial aid to parents, such as the annual presentations to parents of each class, new parents, and the Parents' Association
- Meet with juniors and seniors, individually and in groups, to talk about the application process and individual college choices
- Advise and support roughly 45 seniors and families as they go through the college search process, helping students and families aspire realistically and choose wisely
- Write the school's college recommendations for each advisee
- Help manage ASPIRE, ACT, PSAT, and AP testing
- Teach junior and senior college counseling classes
- Update and collect data for advisees using Naviance software
- Advise underclass students and their families on curricular choices, as needed
- Attend professional conferences and visit college campuses
- Nurture relationships between the school and colleges and universities
- Share administrative duties with the Director of College Counseling within the department

Qualifications

- Bachelor's degree or higher
- Experience in college admissions or college counseling and an understanding of financial aid
- Knowledge of colleges and their academic programs, deadlines, admissions policies, and financial policies and procedures
- Excellent written, verbal, and interpersonal communication skills
- Excellent organizational skills
- Successful experience expanding opportunities for low income, urban students
- Personal commitment to the Jesuit mission and work-study nature of the school

Schedule

Cristo Rey Jesuit High School College Counselor is expected to:

- Work four days each week, from August 10th until June 30th.
- Be available on campus roughly between 7:30 a.m. and 4:30 p.m. daily except during business training period in August, when schedules vary.

Accountability

All CRJHS professionals will work collaboratively to create a high quality academic, co-curricular and work-study program. The College Counselor reports to the Director of College Counseling, who reports to the Principal.

Interested candidates should **via US Mail only** their resume, cover letter, all college/ university transcripts and the names and phone numbers of three professional references to:

**Mr. Tom Malone, Principal
Cristo Rey Jesuit High School
420 South Chester Street
Baltimore, MD 21231**