

Job Description

Position: College Counselor

About the Position:

The College Counselor reports to the Youth Development and Counseling Department Head, and works in conjunction with school administrators and faculty. The College Counselor is responsible for developing and implementing successful college access strategies and services, creating a culture that embraces college as a viable option and supports attainment of the BPCS mission through the provision of a full array of college readiness activities.

Serving kindergarten through twelfth grade, Brooklyn Prospect pairs students with excellent teachers in a college preparatory environment using the International Baccalaureate program. We prepare students to become global citizens and help them to develop the love of learning that provides the foundation for lifelong personal and academic success.

Brooklyn Prospect is committed to:

- Teaching the skills and habits of mind necessary for success in the global community
- Recruiting, training and retaining excellent teachers
- Reflecting the diversity of Brooklyn's neighborhoods

Responsibilities

The College Counselor is responsible for administering all aspects of the college search and admissions process, including the following:

- Educating students and parents about colleges, the college admissions process, trends, procedures, and testing; advising and supporting students and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Meeting with juniors and seniors, individually and in groups, to talk about the college process and individual college choices.
- Meeting with and outreaching to college admissions representatives and facilitating meetings between college representatives and our students. The College Access Counselor also serves as a liaison with College admissions offices throughout the year.
- Providing information (including caregiver workshops) on financial aid and planning and assistance with FAFSA and scholarship applications, as well as applications to SEEK, EOP, HEOP and College Discovery programs.
- Providing assistance with college choice, exploration and completion of college applications in a timely manner.
- Compiling an annual Profile of the School, as well as information about the BPCS International Baccalaureate academic program.
- Working with the Registrar and Guidance Counselor to maintain records on seniors, including GPA's and transcripts
- Overseeing college trips and other events aimed at building excitement around the college process.
- Writing an official school recommendation for each senior. To do so, the Counselor gathers information from parents, teachers, school records, and students themselves. The College Access Counselor also completes all School

Report and mid-year report forms requested by colleges, including evaluations of students.

- Purchasing, maintaining, and sharing information on colleges, college guides, scholarships, financial aid, and paying for college.
- Updating an annual BPCS College Search Handbook, a resource available to junior and senior families and an extensive assembly of information about the college search process. The College Access Counselor also keeps families informed through a regular newsletter and updates.
- Keeping track of admission decisions, statistics, and preparing an annual report.
- Making informational presentations to students and families about key aspects of the college process, and inviting in relevant speakers.
- Being aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: the College Board, the National Association of College Admission Counselors, the New England Association of College Admission Counselors, etc.
- Maintaining and disseminating information about standardized tests such as SAT, ACT, and TOEFL, helping to administer PSAT exams.

Qualifications

The ideal candidate will have strong interpersonal, communication, and organizational skills; the ability to respond effectively to the needs of a diverse and demanding student and caregiver population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedure. A minimum of 2 years experience in college admissions or high school college counseling is required, and a commitment to a strength-based, youth development perspective a must. Fluency in Spanish and Goddard Options Training completion pluses.

Salary

- \$60-70k, commensurate with experience
- Full medical benefits, 401(k)
- Paid vacation time

To Apply

Interested candidates should email a resume and cover letter, including how you learned about the position, and the position for which you are applying in the subject headline, to teach@brooklynprospect.org. Applications will be reviewed as received. Please note that due to the high volume of applications, we will only be able to notify those who meet our selection criteria.

Brooklyn Prospect is an equal opportunity employer and welcomes candidates of diverse backgrounds.