



Date Posted: April 2024

Position: College Counselor

Reports to: Director, Scholars Program

Location: Bethesda, MD (hybrid)

General Overview

Collegiate Directions, Inc. (CDI), founded in 2005, is a 501(c)(3) nonprofit organization committed to closing the education, achievement, and opportunity gap for low-income, primarily first-generation-to-college students. In our Scholars Program, we provide comprehensive college counseling, targeted tutoring, test preparation, study skills, leadership training, and ongoing support, starting in 10th grade and continuing through successful college graduation. As a part of our School Support Program, CDI extends our work to high school college advising offices through tailored consulting focused on helping school counselors and staff improve college advising and supporting students to find their best-fit college. Our newly launched Career Mentoring Initiative focuses on career coaching and access to workforce opportunities through experiential learning and connects Scholars with accomplished professionals in their chosen fields. Our Wellness Program addresses the need facing low-income students, who disproportionately experience higher rates of mental health problems and unmet mental health needs.

Summary

CDI seeks a qualified college counselor for a non-profit, educational program that serves students in Montgomery County, MD, public schools and E.L. Haynes Charter School. The counselor will report to the Scholars Program Director.

Counselor duties will include, but are not limited to:

- Providing comprehensive educational, college, and financial aid planning as part of a counseling team, for the program's students and their families
- Communicating and collaborating with CDI partner high schools, colleges, and other community organizations
- Visiting colleges and universities and participating in appropriate professional development
- Participating in program activities, including some evening and weekend commitments
- Strategic program and logistics planning and execution
- Editing/writing CDI advocacy and outreach materials

Qualifications:

Required

- Experience with students and colleagues from diverse ethnic and cultural backgrounds
- Willingness to take initiative and work with a dynamic team
- Strong organizational skills, with attention to detail
- Strong interpersonal skills in relating to multiple audiences, including students, parents, and educators
- Excellent verbal and written communication skills
- Driver's license

Preferred

- Master's degree in student affairs, education, counseling, or a related field
- Background in financial aid, college admissions, student affairs

Salary/Benefits:

- high-40s to mid-50s based on experience
- Competitive benefits package including generous health, 401K, and holiday schedule
- Annual professional development stipend

Applicants should submit a cover letter and résumé to: Wendy Ayala, Director of the Scholars Program via email: jobs@collegiatedirections.org.

References should be available upon request