



FRIENDS OF WHEELS

MAKING COLLEGE GRADUATION A REALITY

Role: College Counselor

Start Date: September 2021

Salary Range: \$55-\$60K, with generous benefit package, PTO schedule and wellness perks

To Apply: Submit resumes & cover letters to fow@wheelsnyc.org by July 15th

Friends of WHEELS amplifies youth and community power by inspiring guiding, and advocating for youth to determine their college, career, and leadership futures. We are at an exciting juncture in our organization's development, poised to strengthen our youth leadership-informed college, career and future success school model at WHEELS and also expand to other schools beyond WHEELS. We are seeking a dynamic, committed individual to join our team and make invaluable contributions to our impact and model.

The College Counselor will support college and career access programs to ensure that all WHEELS students have the tools, resources and support they need to identify, apply and get into a best-fit college. The College Counselor is an integral part of our Postsecondary Pathways team and will work closely with both the Lead College Counselor and the Director of Postsecondary Pathways, as well as our Youth Development Enrichment Coordinator.

Program Roles/Responsibilities

- Manage a caseload of approximately 50 seniors, providing one on one college counseling
- Provide 3 to 5 individualized counseling and assistance meetings per student, focused on college application and selection, financial aid, and other areas to ensure each student graduates with a best-fit post-secondary plan
- Support students in researching college lists, reviewing personal essays, and completing the application process
- Facilitate college preparation workshops and group counseling sessions for juniors and seniors, including curriculum that combines leadership development, college readiness and professional skill building
- Co-coordinate college application workshops and resources for students and parents, including college application days (CUNY, SUNY, private) and financial aid nights for families
- Manage data collection on Naviance, Enroll and other data systems tracking student records, including providing regular updates to the team
- Support partnership development with colleges and universities, including coordination of admissions representative visits and information sessions at WHEELS



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- Spearhead organizing virtual and, hopefully, live college trips (both day and overnight) for all high school students and serve as a chaperone as needed
- Collaborate closely with FOW staff and WHEELS staff to build a cohesive and robust college access and support team, and college going culture throughout the school
- Contribute to the development of our new curriculum aligned with our model
- Deepen our team expertise in pro-pathways, including finding credible certificate and trade programs, service years, and gap year options

Skills/Qualifications

- Spanish language fluency
- Subject matter expertise, with interest and emerging understanding and experience in the college access space
- Proven ability to use and analyze data, both quantitative and qualitative, to measure program effectiveness on a daily/weekly basis to drive continuous improvement
- Passionate about supporting first generation college bound students from underserved communities in getting into and graduating from college
- Analytical skills, critical thinking and problem solving
- Excellent written and oral communication skills
- Hard worker with ability to manage multiple tasks in fast-paced environment
- Desire to innovate and iterate
- Demonstrated community leader, with critical connections in the postsecondary education and education ecosystem
- Committed to anti-racism and equity practices to in theory, action and principal

Experience and Education

- Bachelor's degree required and master's degree preferred, ideally in education, youth development or counseling
- A minimum of 5 years of relevant professional experience
- Experience working in a high school setting or with high school students (or similar demographic)
- Experience with data management and analysis
- Experience with project management

Friends of WHEELS is an equal opportunity employer and actively encourages applications from people of all backgrounds.