



CollegeBound  
Initiative.

## CollegeBound Initiative Counselor - College Bound Initiative (CBI)

CBI empowers young women and men to realize their higher education and life potential by placing full-time college guidance experts in high need public schools. CBI counselors maximize students' college awareness, access and financial aid. Since inception in 2001, CBI has helped over 4,000 students achieve their higher education dreams with a 95% college acceptance rate. CBI, a program of the Young Women's Leadership Network (YWLN), is an entrepreneurial, results-driven nonprofit organization that is changing the lives of low-income students through two highly successful programs: Young Women's Leadership Schools (TYWLS), a high-performing network of all-girls' public schools, and CollegeBound Initiative (CBI), a school-based college guidance program for coed and single-sex public schools. Both programs have a proven track record of creating a college going culture in urban schools and making the dream of college a reality for our students. *To learn more, visit our website at: [www.ywln.org](http://www.ywln.org).*

Our Results: CBI works effectively in a variety of public high school and serves students of all academic abilities.

- 📖 CBI has helped more than 5,400 students gain acceptances to college – a 95% college acceptance rate
- 📖 \$68.9 million in financial aid awards (excludes loans)
- 📖 Average financial aid package of \$12,000 per student per year
- 📖 CBI participants graduating from our partner high schools have achieved four-year college degrees at more than double the rate of their peers

**CBI is seeking a Director of College Counseling. Anticipated opening – Spring 2013.**

### Primary Responsibilities

- 📖 Extensive knowledge of the college admissions and the financial aid process; including an understanding of requirements, forms, and college opportunity programs.
- 📖 Working hands-on with students to ensure the application process is completed adhering to deadlines.
- 📖 Working with the school's administration, staff, and faculty to define the college awareness process and implement the necessary programs to provide each grade level with appropriate college guidance.
- 📖 Training, capacity building, and technical assistance for school staff in areas related to college planning.
- 📖 Networking with college admissions professionals to improve the schools visibility and reputation leading to the active recruitment of our students by institutions of higher learning.
- 📖 Serving as a liaison between high school administrators, community based organizations, and CBI.
- 📖 Providing one-on-one and group college advisement.
- 📖 Coordinating classroom presentations, student workshops, parent meetings, college fairs, and college trips for each grade level.
- 📖 Implementing other duties necessary to successfully carry out the CBI mission.

### Key Qualifications

#### Education and Experience:

- 📖 Masters Degree required.
- 📖 Two years of experience in college access at the high school or college level.



CBI is a program of the Young Women's Leadership Network  
P. 212-207-3221 Ext.217 F. 212-207-8814  
Email: [rrobinson@the-cbi.org](mailto:rrobinson@the-cbi.org)



The Young Women's  
Leadership Schools.

## Required Skills:

- 🎓 Demonstrated experience with college admissions/counseling at the secondary school or collegiate level.
- 🎓 Studies in Higher Ed. Administration, Student Development Theory, and/or Social Work are a plus.
- 🎓 Excellent verbal and written communication skills. Experience with Excel and databases are a plus.
- 🎓 Ability to interact well with a high-performing, mission-driven staff.
- 🎓 Ability to collaborate effectively with the high school's administration, faculty, and staff.
- 🎓 Willingness to travel and host evening events, periodically.

## Personal Commitment:

- 🎓 Understanding and commitment towards the mission of the program, with determined delivery of service.
- 🎓 Experience working with inner city students from diverse socioeconomic, racial, and ethnic backgrounds.
- 🎓 Knowledge of barriers faced by low income, first generation, college bound students.

**Compensation:** Competitive/commensurate with experience. FLSA Status: Exempt. YWLN is an equal opportunity employer.

**Benefits:** Medical, Dental, Vision, and 401K matching

**Application Instructions:** Please email your resume and cover letter to [rrobinson@the-cbi.org](mailto:rrobinson@the-cbi.org). Alternatively, you can fax your resume to 212-207-8814. ATTN: Mr. Robert Robinson, Associate Director of CollegeBound Initiative.

## The Goals of CollegeBound Initiative are:

- I. To create awareness, change school culture and develop the expectation that every student can and will go to college.
- II. To guide students through the entire college application process.
- III. To prepare students for enrollment in the college of their choice.
- IV. To provide its staff with professional development opportunities that will promote growth, develop new skills, and build relationships.

CollegeBound Initiative achieves these goals by offering our services as a comprehensive package with all activities organized and led by a CollegeBound Initiative Counselor. The CollegeBound Initiative Counselor in every school is responsible for organizing and implementing the following program features:

### I. Awareness

- 🎓 Develop the expectation that every student in the school can and will go to college
- 🎓 Integrate college concepts into academic classrooms
- 🎓 Junior Parent Workshops
- 🎓 Senior Parent Workshops
- 🎓 Early Awareness Activities with Underclassmen
- 🎓 Individual Counseling
- 🎓 Group Counseling
- 🎓 P/SAT Preparation and Registration
- 🎓 Enrichment Program/C.B.O. Referrals
- 🎓 Host College Recruiters



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- 🎓 Collegiate Partnership Development
- 🎓 College Trips
- 🎓 College Fairs
- 🎓 CBI Summer Institute for Rising Seniors

## **II. Application**

- 🎓 Identifying College Choices
- 🎓 Processing the Applications
- 🎓 Essay Writing Workshops
- 🎓 Recommendation Writing Workshops for Teachers
- 🎓 Writing Recommendations for Students
- 🎓 Student Advocacy
- 🎓 Financial Aid Counseling
- 🎓 Financial Aid Nights

## **III. Enrollment**

- 🎓 Student Advocacy
- 🎓 Financial Aid Package Reviews
- 🎓 College Awareness and Transition Seminars
- 🎓 College Selection and Candidate Reply
- 🎓 Student Tracking/Data Entry
- 🎓 Alumni Outreach/Events

## **IV. Professional Development**

- 🎓 Professional training for all CollegeBound Initiative Counselors
- 🎓 Professional membership to NYS Association for College Admissions Counselors (NYSACAC)
- 🎓 Opportunities to present at local, regional, and national professional conference
- 🎓 Participation in established CBI/YWLN networking events and fund raisers
- 🎓 Participation in college partnership development including meetings, tours, summer camps, and trips