



CollegeBound
Initiative.








Director of College Counseling - College Bound Initiative (CBI)

Young Women's Leadership Network supports two life-changing programs that enable low-income youth to achieve their highest educational potential and to break the cycle of poverty: The 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 young women and men. YWLN programs promote a college-going culture in schools and make the dream of college a reality for low-income students. *To learn more, visit our website at: www.ywln.org.*

CBI is seeking a **Director of College Counseling (DCC)** who provides comprehensive services that include: early college and career awareness activities, personalized college application support to achieve best "fit" acceptances for students, guidance with the financial aid process to secure financial aid packages that make college success achievable, transition to college workshops and alumni opportunities. The **DCC** guides students to overcome personal, cultural, and financial barriers to college success and works closely with principals and teachers to create a college-going culture that raises parent and student expectations.



CBI is seeking a Director of College Counseling – Spring 2014.

Primary Responsibilities






-  Manage the college application and financial aid process for all graduating seniors while adhering to deadlines
-  Network with college admissions professionals to improve school visibility and reputation leading to the active recruitment of our students by colleges and universities
-  Conduct classroom presentations, student workshops, parent meetings, college fairs, and college trips for each grade level.
-  Manage CBI college coach throughout the academic year including the summer implementation of the Bridge to College Program
-  Support the school's administration, staff, and faculty to implement early college and career awareness that provides each grade level with appropriate college guidance and learning
-  Support student recruitment for maximum participation in partner college and other third party enrichment programs
-  Manage Naviance database to ensure accurate and timely recording keeping of all standard program components

Key Qualifications

Education and Experience:

-  Master's Degree in Education, Youth Services, Social Work or related field required.
-  Two years of experience in college access, secondary education or an educational non-profit required.

Required Skills:

-  Demonstrated experience with college admissions/counseling at the secondary school or collegiate level.
-  Experience with understanding NYC public school culture
-  Experience working with low-income student populations
-  Excellent writing, editing, and communication skills
-  Exceptional interpersonal and organizational skills



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



The Young Women's
Leadership Schools.

- 🎓 Demonstrated ability to communicate one-to-one, in small groups, and in public speaking contexts
- 🎓 Strong computer skills including knowledge of Microsoft Office applications
- 🎓 Ability to interact well with a high-performing, mission-driven 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 New York 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. No phone calls please.



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