



CRISTO REY
JESUIT HIGH SCHOOL

Position Description

Job Title: College Counselor
Reports To: Director of College Counseling
Location: 2924 4th Ave S, Minneapolis, MN 55408
FTE/Classification: Full-time, Exempt – 12 month

Primary Functions: The College Counselor is actively engaged in the work of college awareness and college access.

Organization Summary

Cristo Rey Jesuit High School is a rapidly growing high school located in the Phillips neighborhood of south Minneapolis. Our mission is to serve and educate under-resourced students and families in the Jesuit tradition as a Catholic, College and Career Preparatory School. Now in our tenth year, we have 455 students and a \$6.2 million budget. We plan to reach maximum enrollment of 500 in 2018.

Cristo Rey Jesuit High School is part of an expanding national Cristo Rey Network where each student works one day per week in an entry-level corporate job to develop technical and professional skills while earning half the cost of their education. There are currently 32 similar high schools across the country, with two being added each year. Those schools have 10,000 students and have produced 10,000 graduates. The Network goal is for 70% of graduates to achieve a college degree within six years of high school graduation.

Essential Duties and Responsibilities

College Counseling

- Advise, instruct and support students with all aspects of college and financial aid planning and application process
- Organize college-related events and programs for students and parents including college fairs, seminars, and campus tours.
- Nurture relationships between the school and colleges and universities.
- Teach college counseling classes.
- Track college application, scholarship applications and outcomes and prepare data reports using Naviance software.
- Maintain and disseminate information about standardized tests for college admissions
- Administer ACT exams
- Meet with students, individually and in groups, regarding individual college choices.
- Attend professional conferences and visit college campuses
- Share administrative duties with the Director of College Counseling within the department

Qualifications:**Required:**

- Bachelor's Degree or equivalent in Counseling, Social Work or Education or similar field.
- 3+ years professional experience in college counseling, college admissions or similar field
- Bilingual (Spanish/English or Somali/English)
- Understanding of financial aid processes
- Experience with under-resourced
- Ability to work some evenings, weekends; some overnight travel required
- This is a 12-month position

Preferred:

- Master's Degree
- Exemplary public speaking, writing and listening
- Proficiency with Microsoft Office and Naviance

Additional Information

Salary commensurate with experience. Excellent benefits: health, dental, life, short-term and long-term disability insurance, 401k, and generous paid time off and holidays.

This position requires interaction with students, families, faculty and staff.

To apply: send your cover letter, resume and salary requirements to Human Resources at hr@crstoreytc.org .