



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

College Counselor and Outreach Liaison

Who we are:

Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for students of all faiths. Cristo Rey Philadelphia High School nurtures and challenges young women and men to recognize and realize their full potential as they grow to love God, respect others and serve their community.

Position Overview:

Reporting to the Director of College and Career Counseling, the College Counselor/Outreach Manager is part of the college counseling team. This person is responsible for teaching all senior seminar sections, data management and graduate support aimed at ensuring all Cristo Rey students secure an appropriate post-secondary plan, including matriculating to a match and best-fit college or securing the required credentials for a specified career pathway.

Key Responsibilities:

Teaching/Outreach (40 %)

- Teach all sections of Seminar, a college readiness course focused on guiding and supporting students through the selection of best fit post-secondary plans
- Help students write and revise college essays and resumes
- Conduct college and career interview preparation
- Manage registration for the SAT test, monitor fee waivers, assist with organization of test prep
- Identify scholarship and summer program opportunities for students and guide them through the application process
- Collaborate on the planning and execution of events like family workshops, financial aid seminars, college fairs, and College Signing Day
- Maintain all records and data on students and complete data entry for ongoing accountability and reports

- Other responsibilities as communicated by the Director of College and Career Counseling

Alumni Support and Advising (40 %)

- Manage a caseload of the class of 2020 graduates enrolled in two- and four-year colleges, providing advising services focused on college persistence and completion, career readiness, academic advising and transfer options
- Identify alumni who desire or may desire to transfer to four-year post-secondary institutions; provide information and guidance regarding university matriculation agreements, transfer policies and procedures
- Develop and maintain comprehensive knowledge of and information on financial aid policies and procedures, and support alumni in maintaining/improving college financial aid packages

Data Management (20 %)

- Utilizes Salesforce Database & Naviance for consistent and timely data tracking, including up to date contact information, points of service entries, and student assessments
- Manage all student demographic and academic information across multiple platforms: Naviance, Salesforce, Gradforce, etc.
- Remain abreast of relevant developments concerning all aspects of college placement: including financial aid, scholarships, applications, and admissions standards
- Assist families with completion of FAFSA, CSS Profile, DC TAG, and DC CAP Last Dollar Award applications, as well as several national and local scholarship applications

This person will accomplish this by working collaboratively with key members of the college counseling team to ensure the postsecondary success of each student.

Success is measured by assessing the projected Estimated College Completion (ECC) of each senior class. ECC is the average six-year minority college graduation rate of all matriculation choices.

Qualifications

- Bachelor's degree required, masters preferred
- PA counseling certification required
- Experience teaching in an urban, educationally under-served environment preferred
- Excellent communication and interpersonal skills
- Ability to exercise excellent judgment in decision-making; work collaboratively, and; gather and analyze data, compile information, and prepare reports
- Proficient in MS Office, particularly Word, Excel and PowerPoint, experience utilizing the Google Suite, Google Classroom, Nearpod and Zoom
- Advanced knowledge of Naviance, Common Application and Coalition
- Uphold the Cristo Rey core values commitment to the mission and vision

If you would like to be considered for this position at Cristo Rey Philadelphia, please submit your resume, and cover letter to Nichelle and Felecia:

Nichelle Davis Ahmaddiya

Associate Director, School Support Services
Education Division

Nichelle_Davis-Ahmaddiya@elwyn.org

&

Felecia Russell

Director of College & Career Counseling

frussell@crphs.org