



RAINIER SCHOLARS

Job Announcement

COLLEGE ACADEMIC COUNSELOR

POSITION TITLE: College Academic Counselor

MISSION: Rainier Scholars cultivates the academic potential and leadership skills of hard-working, low-income students of color. By creating access to transformative educational opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

ORGANIZATION: Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most under-represented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% would be the first in their family to earn a college degree. Our program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others ever deemed possible.

With a budget size of \$4.5 million, a staff team of 35 FTE and over 800 scholars and families whom we currently serve, Rainier Scholars has established a positive brand for our unwavering commitment to education, proven success rate, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

SUMMARY: The College Academic Counselors serve approximately 170 students at public and private colleges/universities in Washington State and throughout the country. This role manages a caseload of over 50 students, providing academic and social-emotional support. Academic Counselors work in conjunction with the Director of Academic Counseling, the Associate Director of Academic Counseling, and other staff to ensure that Rainier Scholars students sustain high academic achievement at their schools and connect with appropriate services when needs arise. This role reports to the Associate Director of Academic Counseling. The tasks listed below are intended as a general framework of the responsibilities of this position. Flexibility and continued quality improvement are necessary in our organization; thus, Rainier Scholars requires that individuals not perceive any job description as fixed. For example, College Academic Counselors may also have the opportunity to serve as a counselor for some juniors and seniors in high school and continue to counsel them once they enter college to ensure continuity of service.

RESPONSIBILITIES:

- Provide support and maintain personal contact throughout the college years to a caseload of over 50 college students, with the goal of helping students strive for academic excellence and engagement in their schools and communities. This includes regular in-person, telephone, text and email contacts.
- Maintain regular logs of student contacts, as well as prepare an annual report for each scholar, in order to create appropriate responsive supports based on grades, etc.
- Serve as a resource for scholars and connect students with appropriate counseling or other resources as needed during college years (including academic career, financial aid, and social/emotional support).
- Assist with programming for college students, such as College 101 retreat, college graduation event, etc.
- Assist with programming for younger students as needed.
- Assist the Director and Associate Director of Academic Counseling in establishing contacts and building relationships with appropriate personnel at colleges in which Rainier Scholars students are enrolled.
- Travel to visit students who live outside the Seattle area.
- Collaborate with the Leadership & Career Development Department to identify, define and meet student career planning and post-graduation needs.

The successful candidate will be able to:

- Demonstrate ability to counsel college students and navigate university/college and career resources.
- Demonstrate ability to build relationships with scholars and university/college administrators.
- Effectively work with and support students of color.
- Prioritize projects effectively, take initiative, demonstrate resourcefulness, and respond flexibly to changing work demands.
- Demonstrate strong organizational skills, time management, attention to detail, and follow-through.
- Show exceptional judgment and integrity, including maintaining confidentiality as appropriate.
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills (including public speaking).
- Work effectively in a collaborative environment.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in a related field.
- Effective counseling and advising skills, especially with students of color.
- Experience working with diverse populations of students and families.

DESCRIPTION: 40 hours/week, salary dependent on experience, benefits included. While most work is performed during regular office hours, some weekend and evening work is required. Interested applicants should send cover letter, resume and list of references to:

Rainier Scholars
Attn: Hiring-College Academic Counselor
2100 24th Ave. S., Suite 360
Seattle, WA 98144
Office: (206) 407-2118 / Fax: (206) 407-2112 / E-mail: apply@rainierscholars.org

Please specify in your cover letter how you learned of this position.
Rainier Scholars is an equal opportunity employer.

POSITION OPEN UNTIL FILLED