



RAINIER SCHOLARS

Job Announcement

ACADEMIC COUNSELOR

POSITION TITLE: 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 role of the Academic Counselor is to provide continuing individual support to Rainier Scholars students who have completed the Academic Enrichment Phase of the program and are currently enrolled at various public and private schools. 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. 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.

RESPONSIBILITIES:

- Maintain a minimum of monthly individual, face-to-face contact and providing academic and social emotional counseling for approximately 15 – 20 high school students and 30 – 40 college students, with the goal of helping students strive for academic excellence and engagement in their schools and communities.
- Meet with parents of assigned students on a regular basis.
- Provide support and maintain personal contact throughout the college years to assigned 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.
- Build relationships with appropriate public and independent school personnel on a regular basis.
- Monitor and maintain a written record of the progress and problems of each assigned student through various tracking systems.
- Travel to visit college 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.
- Evaluate the needs of students and implementing new ideas based on those needs.
- Facilitate workshops and small group discussions.

- Collect class schedules and grade reports for all assigned HS students in order to create appropriate responsive supports based on grades, etc.
- Maintain constant communication with supervising staff and other support staff regarding significant issues impacting assigned students.
- Keep assigned students informed about activities and opportunities at Rainier Scholars and counseling appropriate students to take advantage of these opportunities.
- Complete an annual evaluation for each student.
- Host small gatherings with students throughout the year to build rapport and community amongst students.

The successful candidate will be able to:

- 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.
- Support the culturally, racially, linguistically, and economically diverse population we serve.
- Show exceptional judgment and integrity, including maintaining confidentiality as appropriate.
- Demonstrate a passion for working with and mentoring children
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills (including public speaking).

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in a related field
- Means of transportation to travel from school to school. Travel reimbursement is given with receipt of mileage logs.

DESIRED:

- Preference will be given to candidates who majored in education, sociology, psychology, social work, or a closely related field.
- Bilingual proficiency in Spanish.
- Able to tutor MS/HS students in math and/or science.

DESCRIPTION: 40 hours/week, benefits included. At some times of the year, counselors may work a Tuesday-Saturday schedule and occasional evenings. Interested applicants should send cover letter, resume and list of references to:

Rainier Scholars
Attn: Hiring, Academic Counselor
2100 24th Ave. S., Suite 360
Seattle, WA 98144

Office: (206) 407-2111 / 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

*****Note: this position is not a school counselor position. Candidates with a school counseling degree or an advanced degree in psychology are generally not well-matched for this position level.*****