



JOB DESCRIPTION

Job Title:	College Counselor
FLSA Status:	Exempt
Reports to:	Chief Growth Officer-Foundation
Manages:	N/A
Date Created:	June 22, 2020

About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED's mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](#). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation's [College Transition & Success](#) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](#) such as *60 Minutes*, *The New York Times*, *The Washington Post*, and in the documentary film *Waiting for "Superman."* President Barack Obama has hailed SEED as "a true success story." For more information, please visit www.seedfoundation.com.

The SEED School of Maryland

The SEED School of Maryland (SEED MD) is a statewide, public, college-preparatory boarding school offering an extraordinary learning and living experience in preparation for college and beyond. The Maryland General Assembly passed legislation to establish the school which receives state, local and private funds. The Maryland State Department of Education (MSDE) oversees the school and holds it accountable to state and federal standards for teaching and learning. By design and state law, SEED MD serves students who could most benefit from our 24-hour learning environment. SEED MD opened in 2008 as the second SEED school in the network and graduated its first class in 2015. It currently serves 400 students in grades 6 through 12. The SEED School of Washington, D.C. opened in 1998, and The SEED School of Miami opened in 2014. All SEED students live on campus from Sunday evening through Friday afternoon.



Position Summary

College access and completion is core to our work at SEED. Thus, the College Counselor plays a critical role in supporting students and families with the mechanics of the college process during junior and senior years. SEED MD's College Counselor must be highly skilled and able to administer the college

exposure, search, fit, application, and selection process with students, while also educating families. SEED takes a unique and impactful approach to college matching. Our deliberate and intentional work with college fit and match is extremely important to SEED's college completion goals. Thus, the College Counselor is expected to have excellent knowledge of a range of colleges/universities across the country—especially those that proactively support college completion for low income, first generation students and have quantitative evidence of success in this area.

Although the college counselor is based at SEED MD and will be employed by the School, The SEED Foundation's College Transition & Success (CTS) division provides supervisory oversight of the college counseling department. The College Counselor will establish effective relationships with all members of the SEED MD community, while also working regularly with all members of the CTS team (Director, College Success Advisors and Program Assistant). The College Counselor will participate in both school and CTS sponsored professional development days and meetings. The College Counselor will report to the Chief Growth Officer, located at The SEED Foundation, who oversees SEED's internal and external college access and success initiatives.

Essential functions and responsibilities include but are not limited to the following:

- Managing the college search, fit, and application process for seniors and juniors their families and educating them about colleges/universities;
- Providing personalized college counseling to seniors and their families as they go through the college search, fit, and application process; and hosting regular individual and group counseling sessions with seniors and their families in the fall and spring;
- Making informational presentations to junior and senior parents/families, while also hosting spring meeting with juniors and their families to prepare for senior year;
- Teaching senior college prep seminar in the fall, supporting CTS with senior college transition classes in the spring, and teaching junior college prep seminar in the spring;
- Managing and coordinating the annual joint College Tour for Juniors with the SEED DC college counselor;
- Maintaining and disseminating information about standardized tests, and supporting students/families with the registration process;
- Monitoring standardized test prep activity and practice test outcomes;
- Leading and supporting college programming including, but not limited to: College Prep Boot Camp for Seniors, College Tours, Financial Aid events, College Decision Day, Graduate events, Staff Training
- Using Naviance with students and for college application process and CoPilot for advising notes;
- Managing SEED College Data Tracker for monthly and quarterly reporting process;



- Managing and maintain aesthetically pleasing College Center and bulletin boards that reflect SEED's college success culture and approach to college matching;
- Conducting outreach to and meeting with all college admissions representatives who visit SEED MD and facilitating meetings between college representatives and students, while also serving as a liaison with college admissions offices throughout the year;
- Chaperoning SEED-approved national and regional college fairs for seniors and juniors;
- Writing college recommendation letters and reviewing recommendation letters submitted by staff, while also completing all school report (mid-year and final) forms requested by colleges, including evaluations of students;
- Working closely with the parent/family office to ensure that information about the college process is reaching families and they are being invited to all college success events and meetings;
- Working with the SEED MD Principal and Director of College Transition & Success at the Foundation to compile the annual school profile, as well as information on grade distributions that may be applied to junior and senior seminar courses;
- Participating in and supporting all financial education and financial aid events coordinated by the CTS advisors;
- Staying aware of issues and trends in college admissions, higher education, testing, as well as keeping up to date with the work and findings from associations, including: the College Board, the National Association of College Admission Counselors, National College Access Network; and other duties as assigned.

Qualifications

Necessary skills include excellent written and verbal communication skills, strong organizational ability, attention to details, and the ability to consistently meet deadlines. Experience in college admissions or high school college counseling, deep understanding of data, and computer skills are important.

The ideal SEED MD college counselor will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of school focused on college readiness and success for low-income, first-generation students; the ability to respond effectively to the needs of a diverse and student and parent/family population; knowledge of a vast array of colleges/universities with a reputation for successfully graduating underserved students within 4-6 years, strong academic programs, clear and fair admissions and financial aid policies and procedures; very comfortable with SEED's approach to college fit and match.

Essential Experience, Skills, and Competencies

- Bachelor's degree with an additional 3-5 years' experience providing college access and success counseling in a school, community, or university-based setting;
- General knowledge of college fit and college match;
- Understanding of financial aid, including the FAFSA completion process;
- Experience with individual and group college counseling sessions;
- Strong administrative, database management, and records maintenance skills to handle confidential material;



- Excellent organizational and time-management skills, with attention to detail and accuracy;
- Excellent verbal and written communication skills;
- Active driver's license and ability/desire to travel;
- Exceptional interpersonal skills, with creative and positive energy for working with youth;
- Superb ability to work professionally in a fast-paced environment and with a variety of constituents;
- Strong ability to work independently and with a team while managing multiple tasks;
- Comfort with student information and customer relations systems such as, Naviance and CoPilot/Salesforce, and student information systems like PowerSchool;
- Commitment to the mission of SEED and our core values of: COMPASSION, GRATITUDE, GROWTH, INTEGRITY, PERSEVERANCE, RESPECT, RESPONSIBILITY.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, some standing, walking, sitting, bending and carrying of light items such as books and papers is required.

Working Conditions

The work involves everyday risks and discomforts, which require normal safety precautions typical of such places as classrooms, offices, meeting and training rooms, etc. The work area is adequately lighted, heated and ventilated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description may not describe all duties, responsibilities and skills associated with this position. It is intended to portray the major aspects of the job and is not meant to be all inclusive. Other duties or skills may be required.

The SEED School of Maryland is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.