



College and Community Fellowship

Immediate Job Opening: Academic Counselor

College and Community Fellowship is a non-profit organization with a mission to eliminate individual and social barriers to higher education, economic security, and civic participation for formerly incarcerated women and their families.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position.

Job Title: Academic Counselor
Status: Full Time
Location: 475 Riverside Drive, New York, NY
Start Date: Approx January 1, 2012
Application: Email resume and cover letter to Maria Santangelo
msantangelo@collegeandcommunity.org
No calls please.

General Function:

The person in this position is expected to assist CCF in achieving its vision and mission. Client and potential client focus, delivery of service, and a willingness to assist as needed are expectations for all employees. The academic counselor is expected to apply independent judgment in providing academic counseling, financial aid counseling, and referral counseling to college students who are members of the CCF.

Characteristic Duties and Responsibilities:

1. Provides academic counseling, financial aid counseling, and referral counseling to students.
2. In collaboration with the Recruitment/Intake/Retention Coordinator assures that proper forms are completed and orientation given upon intake.
3. Maintains student/client intake, progress, referral, case notes, and contact information in Salesforce database.
4. Meets with individual participants to determine ongoing eligibility.
5. Utilizes reporting and tracking systems when required.
6. Coordinates with community programs and services.
7. Makes appropriate student referrals.
8. Interfaces as needed with support staff from various college offices to resolve student needs or technical issues;
9. Collaborates with staff to develop special client service/information activities, e.g. career day, health awareness, etc.
10. Observes established security measures regarding access to confidential records.
11. Participates in technical staff training.
12. On occasion performs the work of another specialty or performs the duties of lower level positions when necessary.
13. Cooperates with other staff in planning and implementing special events.



Knowledge, Skills, Abilities and Worker Characteristics (Core Competencies):

1. Requires good writing skills.
2. Requires good communication skills.
3. Requires cultural competency.
4. Requires willingness to work/travel some evenings and weekends (weekends very rare).
5. Requires willingness to be in the field frequently.
6. Should be able to represent the issues of CCF at the grassroots level.
7. Working knowledge of an information, learning, counseling or coaching specialty as evidenced by study, training, or certifications; and by prior instructional, counseling, or technical experience;
8. Ability to maintain confidentiality of student records, as appropriate;
9. Ability to convey simple to somewhat complex concepts and processes to client,
10. Ability to work under deadlines with changing priorities;
11. Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems;
12. Ability to seek assistance when needed;
13. Ability to establish community networks and deal effectively with community groups;
14. Ability to produce/edit accurate, well-organized, and understandable reports;
15. Ability to learn pertinent Federal, state, and local laws and regulations governing the area of specialization;
16. Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
17. Ability to communicate effectively;
18. Ability to listen and respond to the concerns/ideas of others;
19. Ability to work on a team, as well as work independently.

Reporting Relationships:

Direction Received: Reports to Director of Programs

Direction Given: Occasional functional guidance over interns

Minimum Requirements:

A Bachelors' Degree in counseling or a directly related field of study from an accredited institution, and appropriate certification of specialization, and no fewer than two (2) years experience of related work and possession of the core competencies determined to be required at the time of hire.

Salary Range: Competitive with similar positions in the field and commensurate with experience

Benefits: Comprehensive benefit package

College and Community Fellowship is an equal opportunity employer.