

Job Opening

College Access Counselor - Peninsula Bridge

Location: San Mateo and Palo Alto, CA

Start Date: May 1, 2019. An earlier start date may be possible.

About the Organization

Peninsula Bridge closes the achievement gap and provides access to higher education for high-achieving, underserved youth by providing support from middle school through college graduation. Our expanded year-round program and 12-year commitment prepares students for success on the college track. Peninsula Bridge serves 640 motivated low-income youth from San Mateo to Mountain View with academic and social-emotional support. Our High School Academy provides academic and college planning support to students in grades 9-12 and their families. Students receive academic counseling, mentoring, tutoring and workshops on high school success and college readiness. The College Counseling program at Peninsula Bridge is designed to provide personalized college access counseling support to students and parents.

This College Access Counselor position is an exciting opportunity that involves both hands-on counseling of high school students and the opportunity to help develop and shape our programming as we grow.

Duties and Responsibilities

The College Access Counselor will be responsible for 1:1 advising of juniors and seniors and their families throughout the college admissions process. In addition, the College Access Counselor will work with our Director of College Programs and another College Access Counselor to:

- Refine a four-year college guidance curriculum for students along with an accompanying parent education curriculum. Lead key information sessions and workshops around the college application process and financial aid during Peninsula Bridge's Saturday High School Academy, held monthly throughout the school year.
- Manage a caseload of 25-30 students through the college application and financial aid process beginning in the spring of junior year and continuing throughout senior year.
- Partner with parents throughout the college process, to ensure successful student outcomes by providing information and support.
- Collaborate with counseling professionals at high schools attended by Peninsula Bridge students to support development of prospective college lists and financial aid strategies.
- Build and maintain relationships with college admissions offices, including encouraging and managing visits by college admissions representatives in order to improve Peninsula Bridge's visibility and reputation leading to active recruitment of our students.
- Coordinate a standardized test prep program to meet the needs of a diverse set of students.
- Plan and lead a summer college application boot camp and summer college tours for rising seniors
- Develop and maintain key knowledge specific to supporting low-income, first-generation students and their parent(s)/guardian(s) through the college admissions process.
- Stay informed regarding UC, CSU and selective private college admissions

- Travel to conferences and visit colleges in order to stay current in the field and develop and maintain professional relationships. Willingness to pursue professional development opportunities to strengthen college counseling skills and knowledge.
- Analyze data and report outcomes to the Peninsula Bridge management and Board of Directors
- Work evenings and weekends when necessary


Skills and Knowledge


- Deep knowledge of the college admissions process, including an in-depth understanding of California public and private colleges as well as highly selective colleges across the U.S., especially those that offer excellent need-based financial aid and strong first-generation student support programs.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and strong ability to prioritize to meet various deadlines.
- Strong written and oral communication skills, including the ability to write clearly and persuasively in support of students.

Qualifications

- Bachelor's Degree required.
- Fluency in Spanish highly desired.
- Two to three years of experience advising high school students through the college application process, either at a school or non-profit organization.
- Familiarity with Google Suite.

Application Information

This is an hourly full-time position (40 hours per week), based in Peninsula Bridge's San Mateo Office and Palo Alto College Counseling Center. The position will occasionally require travel outside of the area and attendance at meetings or events outside of regular office hours. 

Peninsula Bridge provides competitive compensation, based on experience. Peninsula Bridge is an equal opportunity employer. 

To Apply: Submit an email with a cover letter and resume to: rene@peninsulabridge.org. You will receive verification of receipt of your resume. **Please specify in your cover letter how you learned about this position.**