

College Guidance Counselor, Leave Replacement (Temporary, Full-time)

Leadership Enterprise for a Diverse America (LEDA) empowers a community of exceptional young leaders from under-resourced backgrounds by supporting their higher education and professional success in order to create a more inclusive and equitable country. LEDA believes that selective colleges are not only a gateway to opportunity, but a nexus for the development of leadership in every field. By helping talented students from under-resourced backgrounds access these institutions and providing them with the tools necessary to succeed, LEDA seeks to ensure that this country's leadership is truly reflective of its citizenry. LEDA's vision is to build an inclusive and equitable America where leadership reflects, celebrates, and supports diverse perspectives.

About the Position:

LEDA is seeking a College Guidance Counselor to work full-time as a maternity leave replacement in LEDA's College Guidance Department. The maternity leave coverage will last for approximately 7-8 months.

The College Guidance department is responsible for implementing college guidance services for a cohort of 100 high-achieving high school students who are recruited as juniors from across the nation to become LEDA Scholars. Reporting to the Director of College Guidance, the College Guidance Counselor will be in residence at Princeton University during LEDA's eight-week *Aspects of Leadership* Summer Institute working alongside the full college guidance team to deliver college guidance workshops, supervise college visits, offer one-on-one college counseling, and otherwise support the Summer Institute. Throughout remainder of the term of employment, the person in this position will support a caseload of 50-60 Scholars on all aspects of their college application process, college applications, financial aid, scholarships, and matriculation decisions.

Key Responsibilities:

- Provide academic counseling and personal support for a caseload of 50-60 Scholars, beginning at the Summer Institute and continuing through college matriculation;
- Co-facilitate bi-weekly LEDA College Guidance classes during the LEDA Summer Institute;
- Assist with supervision and logistics of college trips and information sessions;
- Live in residence at Princeton University during the LEDA Summer Institute (June 9-August 3), supporting the implementation of the College Guidance program while training alongside the full college guidance team;
- Throughout the fall and winter, assist Scholars (in person, via Skype, by phone, or by email) to finalize college lists, register for standardized tests, manage the application process, complete financial aid forms, identify and apply for scholarships, and assess matriculation options and award packages;
- Communicate with parents/guardians and high school counselors as needed throughout the college application and financial aid process;
- Schedule and conduct counselor calls with admissions officers to advocate for LEDA Scholars;

- Write compelling, individualized college recommendation letters for Scholars;
- Maintain Scholar records and track application, admissions, and scholarship data.

Qualifications:

- Bachelor's degree required, Master's degree in a social service field preferred
- 1+ years professional experience providing college guidance services to students from underrepresented backgrounds
- Demonstrated knowledge of the college application process, financial aid, and college scholarship opportunities
- Familiarity with admission requirements of selective colleges
- Experience facilitating student workshops and/or classroom teaching
- Superior ability to connect and communicate with youth, parents, and college admissions officers
- Willingness to reside at the Summer Institute full-time and to maintain a flexible work schedule throughout the year, working occasional evenings and/or weekends as needed in order to accommodate the scheduling needs of students
- Excellent written and oral communication skills
- Strong organizational skills, careful attention to detail, ability to meet deadlines, and proven success within a work setting that requires collaboration, cooperation, and collegiality
- Demonstrated commitment to LEDA's Mission and Core Values

Compensation:

This is a full-time, temporary maternity leave replacement position lasting approximately 7-8 months. The salary will be \$1,125 per week before taxes and is commensurate with experience. LEDA offers medical and dental insurance, a 401(k) retirement plan (based on eligibility), TransitChek, paid vacation, and paid sick leave.

Work Environment:

LEDA offers a flexible, collegial work environment that welcomes new ideas and innovation. We are proud to be an equal opportunity employer.

To Apply:

To be considered for this opportunity, please send an email with a cover letter, résumé, and salary requirements to employment@ledascholars.org with "College Guidance Counselor" in the subject line.

Employment for this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to LEDA. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

The priority deadline for application review is April 15.

