



Are you ready  
to positively  
impact the  
future of  
talented high  
school  
students?

If you want to help showcase the difference a college education can make in the lives of our talented high school students, apply today as your first step to join our Scholar Program as a **College Counselor**

### **Who We Are**

Schuler is a private, non-profit foundation in the northern suburbs of Chicago. We currently serve over 800 high school and college Scholars in partnership with 13 high schools located throughout the northern suburbs and the city of Chicago.

### **What Our Goal Is**

The Schuler Scholar Program equips high-achieving and underrepresented students to gain access to and succeed at highly selective colleges and beyond.

### **What We Stand For**

- Always Personal Best: We believe in lifelong learning – personal improvement never ends.
- One Scholar at a Time: We believe in the boundless promise of every Scholar.
- All In: We believe shared success drives superior results for all our stakeholders – Scholars, families, partners, and staff.
- Innovative Mindset: We believe in pursuing new and imaginative solutions to benefit our Scholars.

## What A Day in the Life of a College Counselor Is Like

The Schuler Scholar Program is seeking a College Counselor who will coordinate college counseling programs at one of our partnership high schools in Chicago, IL. This position requires strong interpersonal skills and an understanding of the value of highly selective colleges and universities. This position is full-time. Occasional attendance at events on evenings and weekends will be required as will occasional overnight travel.

### Responsibilities:

- Primary:
  - Provide one-on-one advising and application support to a caseload of 20-50 juniors and seniors
  - Facilitate meetings and workshops for students and families
  - Collect and maintain student and program databases
  - Collaborate with members of school team to provide subject-matter expertise
  
- Secondary:
  - Oversee summer college program applications for a caseload of 10-25 sophomores and juniors
  - Collaborate with college counseling team to develop college knowledge, application and financial aid programs
  - Plan and chaperone college visits during three school breaks each year
  - Participate in annual new Scholar selection process
  - Foster relationships with college admission offices
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- Occasional:
  - Collaborate with school counselors to support students and families in the college process
  - Evaluate core college counseling programs across partner schools
  - Support creation of academic four-year plans for caseload of freshmen through seniors
  - Collaborate with cross-departmental staff on special projects

## What Core Competencies Make a College Counselor Successful

- Attention to Detail
- Relationship Building
- Planning and Organizing
- Providing Consultation

## Education

Bachelor's degree required. Advanced degree in a related field a plus

## Experience

Qualified applicants will have at least two years professional work experience. Experience in college admissions, college counseling or student advising is preferred.

## What We Offer

Comprehensive medical/dental/vision plans, disability insurance, 403(B), Life and AD&D insurance, EAP, PTO, and more.

## What the Application Process Is

To submit a resume, visit our website at <https://schulerprogram.isolvedhire.com/jobs/>. Qualified candidates will be contacted for an interview.

## Want to Learn More?

If we piqued your interest, check out our website at [www.schulerprogram.org](http://www.schulerprogram.org) or contact Director of Recruiting, Amanda Marshall, at [amanda@schulerprogram.org](mailto:amanda@schulerprogram.org).

\*The Schuler Scholar Program is an Equal Opportunity Employer and is committed to fostering an inclusive work environment for people of all identities.