Title: Director of College Counseling  
Location: Colorado Springs, CO  
Reports to: Carlos Jiménez, Chief Operating Officer, Peak Education

**About The Peak Education - Sachs Elevated Partnership**  
Peak Education and the Sachs Foundation’s Elevated program are the two leading organizations working to change the college access landscape for low income students from the Colorado Springs community. The two organizations have identified the shared position of a high capacity-highly experience college counseling position as a strategic opportunity to increase access and educational choice for the students we serve.

Peak Education was created with a simple and compelling vision – to keep talent from being wasted. After 23 years this vision remains central to Peak’s mission. Serving nearly 300 students from lower socio-economic backgrounds from 7th grade through the completion of their college education, scholars are empowered to take ownership of their educational journey and are equipped with the knowledge and resources to make choices that allow them to reach their full potential. Peak Education is growing and anticipating the addition of new cohorts of students through strategic partnerships with school districts for the 2020-2021 academic year.

The primary mission of the Sachs Foundation is to provide educational opportunities for Black and African American residents of Colorado. The Sachs Foundation’s Elevated program is a cohort-based mentoring program serving 128 students from grades 8-12 from Colorado Springs schools. Students are prepared for college through a variety of activities including: overnight college visits, service days, test preparation, social capital building program and receive a scholarship to assist with college attendance at the conclusion of the program.

**Position Description**  
The inaugural Director of College Counseling position will assist Peak Education and Sachs Elevated cohort students with being prepared for and navigating the college admission process. They will be primarily focused on the junior and senior cohorts of both organizations - meeting with students individually and in groups to educate and empower them on how to navigate the college application process, admissions trends, and college options; including assisting with the identification of resources for scholarships and financial aid. The Director of College Counseling will be the primary liaison with college and university partners and tasked with building and maintaining relationships with college admission representatives and admission and financial aid office leadership. They will also play a significant role in data and reporting to organizational leadership and funders about college counseling activities and outcomes.

**Other Considerations:**

Expect to work in a fast-paced start-up environment where work-life balance is maintained, and staff operate with autonomy to innovate and create. This position will be actively working to increase educational equity in Colorado Springs and develop exemplary practices for other organizations to follow.
Essential Functions and Responsibilities

College Counseling

- Providing strategic thinking regarding the ways in which Peak Education and Sachs Elevated can provide an exceptional college counseling process for participating students and families.
- Counsel, advise, and directly support approximately 50-60 students in the college application and scholarship process from Elevated and Peak Education Cohorts
- Draft letters of recommendation for students when relevant for their college and scholarship application plans
- Plan and execute the summer college application camp for 11th grade students
- Plan and coordinate parent and student education, college representative visits, and other college-related events.
- Teach college guidance classes for 11th and 12th grade Peak Education and Elevated cohorts
- Assist students with the standardized test process, coordinating test preparation activities, and providing pre- and post-test counseling
- Initiate and expand communication, as well as marketing of college counseling programs, support, and resources available for students and parents
- Build strategic partnerships with colleges and universities and increase awareness about Peak Education and Elevated’s programming initiatives and students with regionally assigned admission officers as well as Directors and Deans of admission
- Utilize college counseling software to facilitate the college and scholarship application processes
- Attend local, regional and national conferences and college visitation programs to maintain an understanding of current trends and topics in the college counseling profession; maintain a presence in professional organizations

Data and Reporting

- Prepare formative and year-end reports on engagement with students, college placement, and scholarship data
- Track the progress toward completion, collect and analyze data on Peak Education and Elevated alumni enrolled at colleges and universities;

Miscellaneous Duties

- Attend and support various Peak Education or Elevated events (family meetings, monthly student programming, fundraising events)
- Occasionally assist with fundraising activities and initiatives
- Other administrative duties as assigned
Required Qualifications

- Bachelor’s Degree
- Minimum of five years of college admission or college counseling experience (preferably a combination of secondary and college level)
- Demonstrated experience working with low-income, first-generation students and their families in the college admission and/or college counseling process
- Extensive knowledge of colleges, their academic programs, admissions and financial aid policies
- Knowledge of relevant technology and ability to use a learning management or college counseling system
- Demonstrated ability to be an effective communicator
- Strong interpersonal, collaborative and management skills
- Demonstrated ability to be able to work autonomously and be self-directed

Preferred Knowledge, Skills and Abilities

- Master’s Degree in a related field
- Experience working with and knowledge of Historically Black Colleges and Universities
- Ability to speak two or more languages
- Previous college counseling experience in a nonprofit/community-based organization

Salary Range and Benefits

- Salary range $65,000-$75,000 commensurate with experience
- Peak Education offers a generous total compensation package including comprehensive health insurance, a health savings account match, and 5% match toward a 403(b) retirement plan

Application Instructions

Please submit the following to Carlos Jiménez at carlos@peakedu.org by March 13th:
- Cover letter addressing qualifications and interest in the position;
- Resume
- Three references

At Peak Education and Sachs Elevated we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates.

Learn more about our organizations:

Peak Education: www.peakedu.org

Sachs Foundation: www.sachsfoundation.org