College and Community Fellowship

Employment Opportunity: Academic Counselor

College & Community Fellowship (CCF) enables women with criminal convictions to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve.

For 20 years, CCF has worked at the intersection of racial equity, criminal legal reform, economic justice, and community building. We are one of the first organizations to focus on access to higher education for justice-involved women. CCF’s programs address individual, institutional, and systemic change through our three main program areas:

- College & Career;
- Policy & Advocacy;
- THRIVE Technical Assistance

At CCF, we believe that women with criminal legal involvement should have equal access to the opportunities that will help them realize their dreams. Our College & Career Programs provide the long-term support women with criminal justice involvement need to complete their college degrees and begin on a pathway to a meaningful career.

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

**Job Title:** Academic Counselor

**Status:** Full-time, non-exempt

**Location:** Remote until CCF institutes a work to office plan; 475 Riverside Drive, Suite 1626, New York, NY 10115

**Hours:** Monday-Friday, 9:00 AM-5:00 PM, occasional late evenings and weekend

**Supervisor:** Associate Director, Academic Services

**Supervises:** No direct reports

**Start Date:** September 20, 2021

**Application:** Email resume and cover letter, including salary requirements, to jobs@collegeandcommunity.org (include job title in the subject line)
General Functions:

The Academic Counselor applies independent judgment in providing academic counseling, financial aid counseling and referrals to college students who are members of the CCF. They work actively with students to promote their academic success, with a broad understanding of their social, economic and cultural contexts and general needs.

Primary Duties and Responsibilities:

1. Provides academic counseling, financial aid counseling, and referral counseling to students.
2. Responsible for meeting goals set forth by contract obligations.
3. In collaboration with the Recruitment, Intake, and Support Coordinator assures that proper forms are completed and orientation given upon intake.
4. Meets with individual participants to determine ongoing eligibility.
5. Establishes contacts and interfaces as needed with support staff from various college offices and partner organizations to support student needs;
6. Coordinates with community programs and services.
7. Makes appropriate student referrals; with a strong focus on college prep programs.
8. Works with data management staff to assure that student information is properly entered into data management systems and prepares reports as needed.
9. Collaborates with staff to develop special student 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. Manages financial support disbursement for student case load including scholarships, emergency funds, transportation, books, school supplies, and tutoring.
13. On occasion performs the work of another specialty positions when necessary
14. Cooperates with other staff in planning and implementing special events
15. Stays informed on the public higher education landscape on the local, state and federal levels.

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 three (3) years experience of related work and possession of the core competencies determined to be required at the time of hire. Individuals who have not yet achieved a bachelor's degree will be considered based on experience. Familiarity with the criminal legal system or working with justice-involved individuals highly appreciated.

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 (rare).
5. Requires willingness to be in the field as needed.
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 students,
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; ability to seek assistance when needed;
12. Ability to establish community networks and deal effectively with community groups;
13. Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
14. Ability to learn pertinent federal, state, and local laws and regulations governing the area of specialization;
15. Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
16. Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others;
17. Ability to work on a team, as well as work independently.

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

**Benefits:** Comprehensive benefits package

*College and Community Fellowship is an equal opportunity employer.*