



opportunity unlocked

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Scholar Guidance Dean

Organization Summary: Oliver Scholars prepares high-achieving Black and Latino students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position Summary and Reporting: Reporting to the Director of Scholar Success, the **Scholar Guidance Dean** will provide personal, academic, and college guidance to Scholars, ranging from sixth grade through first-year of college, and their families. In addition to serving as the primary point of contact for 60-70 of our Scholars and their families, the Dean will be responsible for managing the institutional relationships between Oliver Scholars and the academic and college counselors at the Partner Schools at which her/his students are enrolled. S/he will be proactive, detail oriented, organized, and capable of strategic thinking. S/he must also have a strong sense of purpose and passion for creating access to education for underserved students and be aspirational with regards to their own professional development.

Responsibilities:

Counseling (90%)

- Engage Scholars in holistic guidance that encompasses personal, curricular, and college-application counseling with a goal of positioning each Scholar for long-term success
- Conduct in-person counseling visits with each counselee at least twice per year and maintain open communication with counselees between visits
- Collaborate with school counselors to monitor each counselees' progress and provide guidance and intervention when appropriate
- Empower counselees to make informed decisions as they navigate high school, their college searches, and their college careers
- Work closely with college counselors at our Partner Schools to create a unified plan for Scholar's application process
- Successfully guide Scholars through all aspects of the college search and application process, including assisting with list development, application strategy, essay writing, interview preparation, and evaluation of financial-aid offers, as well as writing letters of recommendation when appropriate
- Provide continued support to College Scholars through their first year of college to ensure they are adjusting to college life and finding necessary resources on their campuses
- Work closely with the Director of Scholar Success and Scholar Activity Dean to create a programmatic schedule that supplements the individual guidance Scholars are receiving
- Update and maintain database (Filemaker Pro/InResonance) with most relevant student

data and information, including details from conversations/emails, updates to contact information, copies of high school transcripts, college application plans and outcomes, financial-aid needs/offers, etc.

- Track college enrollment and graduation data through National Student Clearinghouse

Other Duties (10%):

- Collaborate with other program departments as needed on a variety of Scholar-related initiatives
- Participate in Oliver's organizational and fundraising efforts as requested (e.g., Annual Gala and grant proposals)
- Collaborate with marketing and communications efforts to develop printed communications and social media strategies as it relates to currently enrolled Scholars
- Assist with identifying Scholar speakers for a variety of events year-round
- Support the Oliver Parents Council with execution of organized events as needed
- Assist with projects and other duties as needed and requested within the organization

QUALIFICATIONS

- Bachelor's Degree required
- Bilingual (English/Spanish) is preferred
- Excellent writing and public speaking skills
- 2+ years of either high school guidance or college admissions preferred
- Knowledge of independent schools and selective colleges is preferred
- Experience working with youth
- Willingness and ability to work evenings and weekends
- Able to do domestic travel; valid driver's license is required

DESIRED COMPETENCIES

- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- **Innovation & Initiative** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; looks for, and takes advantages of, opportunities
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; communicates changes and progress; completes projects on time and budget
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; has ability to look at situations from several points of view and work collaboratively with individuals at all levels (internally and externally); remains open to others' ideas and tries new things

HOW TO APPLY: For consideration, please forward your cover letter and resume to jobs@oliverscholars.org. Please note, "**(Scholar Guidance Dean) – (your last name)**" in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.