

## JOB OPENING

# College Prep and Financial Aid Counselor

### **JOB STATEMENT/SUMMARY**

Abyssinian Development Corporation (ADC) a leading Harlem based non-profit community development corporation dedicated to building the human, social and physical capital of Harlem is seeking a College Prep and Financial Aid Counselor. The College Prep and Financial Aid Counselor is responsible for coordinating, implementing and monitoring the year-round College Preparatory Program and all related activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the supervision of the College Prep Program Director, the College Prep and Financial Aid Counselor is expected to perform each essential duty of this position in a satisfactory manner. The College Prep and Financial Aid Counselor will be responsible for, but not limited to the following:

- Introduce high school students and their families to the Financial Aid process through workshops, classes, and individual counseling and advising sessions.
- Develop and maintain contacts with admissions counselors and financial aid offices of schools in the New York area and throughout the nation.
- Build partnerships with community organizations, academic and cultural institutions, businesses, and other entities to leverage possible scholarship funding for students.
- Aid students and families with financial aid application documents.
- Counsel students on Federal, State and Institutional financial aid as well as all loan options.
- Calculate financial need and construct financial aid package estimates for students.
- Perform verification of students' financial application data including FAFSA prior to transmission to universities.
- Reconcile student aid and loans once financial aid packages have been determined by individual institutions.
- Work with Director of Education and College Prep Program Director to plan strategic direction for student financial aid programs and services.
- Assist College Prep Program Director in instruction of College Prep classes.
- Meet regularly with the College Prep Director to provide and receive updates on programming, review administrative tasks, identify and communicate strengths and challenges that affect effectiveness of the program in obtaining financial aid for university.
- Attend supervisory sessions, staff meetings, and staff development trainings.
- Write and submit monthly and annual narrative reports including outcomes, expense reports, and program assessments and program plans.
- Support program evaluation through accurate record keeping and cooperation with internal and external evaluation resources. Records should include attendance of families and students to individual and group sessions, effectiveness in accessing financial aid sources and obtaining financial aid for students.
- Work with ADC programs to collaborate on interdepartmental and interagency activities and participate in all Programs Department meetings and initiatives.
- Coordinate work with other program staff when relevant. Attend regular staff meetings.
- Participate in orientations, graduations and other school events as required.

## QUALIFICATIONS

### Education/ Experience:

- Bachelor's Degree is required; Master's Degree is a strong plus.
- Three to five years successful experience in financial aid counseling or college admissions.
- Experience in financial aid analysis and awarding desired.
- Experience counseling and advising students about their options for financing higher education.
- Experience with high school-aged youth

### Specific Skills:

- Strong interpersonal skills and ability to engage people of all ages
- Excellent verbal, analytical, writing, communication and organizational skills.
- Strong presentation skills and ability to represent the agency and the program.
- Ability to work in a team oriented environment and handle multiple tasks.
- Demonstrated knowledge of community service development.
- Knowledge and experience in Microsoft Word and other applications.

### Supervisory Responsibility:

None

### Principle Contacts:

Director College Prep Program Director, Vice President of Programs, Program Associate, Program Directors, Program Coordinators, Resource Development Dept., Management Team, ADC Departments, and ADC staff.

### Physical/Sensory Skills

Active listener; influential and persuasive communicator; exhibits sound independent judgment; detail oriented

### How to Apply:

Submit cover letter and resume to:

Human Resources

Abyssinian Development Corporation

4 West 125<sup>th</sup> Street, 3<sup>rd</sup> floor

New York, New York 10027

Email: [Jobs@adcorp.org](mailto:Jobs@adcorp.org)

Fax: 646-442-6598

**Please indicate job title in subject of email**

**Abyssinian Development Corporation (ADC) is an equal opportunity employer.**

**PLEASE NOTE:** Employees interested in applying for a posted job vacancy and who qualifies may do so by requesting an Internal Application from the Human Resources Department.