



Guidance Officer

SEEDS – Access Changes Everything

Updated: November 2021

JOB DESCRIPTION

The Guidance Officer enjoys coaching young people and has strong listening skills and an empathetic outlook. They understand that they must advocate for students and be willing to ask questions and have tough conversations when needed. They thrive off student interactions, but also love building meaningful events and understand how their work contributes to the success of our mission in both the short and long terms. In this role, clear and excellent communication is key.

The Guidance Officer is responsible for delivering excellent academic, social, and emotional guidance that achieves the SEEDS goal of preparing students for success in selective schools and beyond. This Guidance Officer will be responsible for supporting graduates from our Scholars and Young Scholars programs, ranging in age from 11-18 years old. This role reports directly to the Director of Guidance + Alumni and works closely with another Guidance Officer and a College Success Coach.

ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. With 160 students per year and more than 2,900 graduates, every member of SEEDS' 25-person main office staff and 90-person site staff understands how their work contributes to students' success every day.

RESPONSIBILITIES

The Guidance Officer position is designed to ensure that students thrive at their secondary schools after they graduate from SEEDS' Scholars and Young Scholars programs. Through personal outreach and targeted events, a guidance officer can develop relationships with students, to advise them in exercising leadership, help realize their potential, track for academic, professional, and social success, and act as a first stop for mental health and academic concerns. They will drive forward the following areas of responsibilities:

Direct Student Guidance

- *One-on-one Student Guidance* – Provide support (academic, emotional, social) to students throughout the year as needed. Execute recommended protocols for students dealing with family, academic or social adjustment issues. Guidance will be provided both in person, as well as by phone, email, text, and/or other means of communication.
- *School Visits* – Visit 50-60 schools around the country each year and meet with up to 200 SEEDS students on their respective campuses (numbers are approximate). Visits may include overnight and extended travel and are also targeted to build and continue strong relationships with the schools' admissions offices and administrators.

Workshops and Events

- *Student Follow-Up and Engagement* – Conduct webinars and virtual meetings for students on a range of topics, including but not limited to the college application process, adjusting to transitions, time management, and other current and relevant topics.
- *Department- & Organization-Wide Events* – Assist with the scheduling and execution of any departmental and organizational workshops and events. This may include, but is not limited to, college tours, College Day, financial aid workshops, and development-related events.
- *Promote Attendance* – Create flyers, social media posts, and use creativity to recruit students and alumni to events online and in person

Data Collection and Administration

- Collect transcripts, grades, and other information from students and enter all student and school data into the database in a timely fashion.
- Develop ways to engage alumni across the educational spectrum.

Cross-Department Collaboration

- *Recruitment* – Present admissions sessions to parents and students as a representative and advocate for SEEDS programs.
- *Admissions & Programs* – Participate in admissions process when requested: College and independent school applications, reading essays, student financial reviews, and communicating with parents regarding application status.
- Be a thought partner for your team, across departments, and agency wide.

Like everyone at SEEDS, this role will perform other organization-wide duties and responsibilities, as needed.

IMPORTANT CONSIDERATIONS

This position requires:

- Work on some weekends and evenings
- Overnight travel (reimbursed)
- A valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- Use of a personal cell phone (partially reimbursed)

POSITION QUALIFICATIONS

- Bachelor's degree required
- Experience working in one or more of the following: Working with low-income students, familiarity with college campus/independent school environment, social work, college counseling, youth guidance and programming
- Flexible and adaptable in every area: growth mindset, eager to learn and problem solve, willing to take student calls at the drop of a hat, team player, a caring and attentive listener, knowing when to use discretion and sensitivity
- Comfort with public speaking, speaking to parents and school professionals

SALARY + BENEFITS INFORMATION

- The salary for this role has a range that starts at \$40,000.
- Medical, Dental and Vision benefits/Health and Dependent Flexible Spending Accounts

- 401k retirement Plan with an employer-matching component

TO APPLY

Send resume and cover letter in an email with the subject line "Guidance Officer Position" to jevans@seedsaccess.org

SEEDS – Access Changes Everything aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.