



POSITION TITLE	<u>Placement Officer, College Scholars Program</u>
DEPARTMENT	<u>Admissions & Placement</u>
EMPLOYMENT STATUS	<u>Regular, Full Time</u>
SUPERVISOR'S TITLE	<u>Vice President, Admissions & Placement</u>

SEEDS – Access Changes Everything

Mission Statement

SEEDS – Access Changes Everything changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. We ensure that our students have the knowledge, skills, access and support to thrive at the nation's finest schools and colleges.

POSITION OBJECTIVES

Working with the Vice President, Admissions and Placement, the Placement Officer will be responsible for advising students and families from the College Scholars Program during the admissions process to selective colleges. In addition, the Placement Officer will also serve as a member of the recruitment, reading, and selection committees.

Placement Officer, College Scholars Program

PRIMARY RESPONSIBILITIES

- ***College Placement:***
 - Establish and maintain relationships with admissions officers at colleges locally and nationally
 - Identify college matches for students in the College Scholars Program in partnership with students, families, and Placement Team
 - Create and maintain calendars for all relevant dates of the placement processes
 - Monitor students' progress throughout application process
 - Assist families with completing financial aid applications (FAFSA, CSS Profile)
 - Manage budgets for events and student essentials funding
 - Organize events including, but not limited to, the SEEDS annual college fair
 - Create, distribute, and analyze results of annual surveys of all stakeholders
 - Provide training and education on placement process through workshops, information sessions and regular communications
 - Remain current on relevant information pertaining to higher education, college admissions, and education access for students from low-income backgrounds
 - Maintain memberships with appropriate associations relevant to college admissions and education access including, but not limited to, the National Association of College Admissions Counselors (NACAC)
 - Attend weekly staff meetings, department meetings and all other relevant and job-specific meetings

- **Communications:** Since the placement process takes place during the academic program, and the two are interdependent, the Placement Officer works closely with the Programs team, manages joint department/team meetings and communicates regularly with the program deans.
- **Admissions & Recruitment:** The Placement Officer will conduct information sessions in select towns and will serve on the reading and selection committees for the Young Scholars, Scholars, and College Scholars Programs.
- **Special Projects:** The Placement Officer will assist the supervisor on special projects as necessary.

WORK EXPERIENCE/LEVEL OF EDUCATION

- Bachelor's Degree from a four-year college or university
- A minimum of two years experience in college admissions or college counseling role
- Experience with the independent school or college community a plus

TECHNICAL SKILLS

- Knowledge of FileMaker Pro a plus

OTHER COMPETENCIES

- Strong interpersonal and communication skills with people of diverse backgrounds
- Excellent organizational and time management skills
- Commitment to education access
- Strong motivation, high energy and ability to work independently or with a team
- Fluency in a foreign language (preferably Spanish) is not required, but desirable
- Valid driver's license required

SEEDS is a very fast-paced working environment which requires that the Placement Officer be able to juggle many responsibilities at one time and keep track of a multitude of details.

WORKING CONDITIONS

- The Placement Officer will spend approximately four weeks each year traveling to visit program sites and partner schools
- Attend appropriate professional development events
- Occasional evening and weekend work is required
- Frequent use of a personal vehicle for business purposes is required. (Mileage is reimbursed.)

To apply, please submit resume and cover letter to Jennifer Evans via email at jevans@seedsaccess.org and include "Placement Officer" in the subject line of the email.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.