



GUIDANCE OFFICER

EMPLOYMENT STATUS: Regular, Full-Time, Non-exempt

SUPERVISOR'S NAME & TITLE: Imani DeJesus, VP, Programs & Guidance

ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. SEEDS changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. Graduating 160 students annually and more than 3,000 since its inception, every member of SEEDS' 25-person main office staff and 75-person site staff contributes to students' success every day.

SEEDS operates three academic programs: The Scholars Program, which prepares middle school students for entrance into independent high schools, The Young Scholars Program, which prepares elementary school-aged students for entrance into independent middle schools, and the College Scholars Program, which prepares public high school students for matriculation into competitive four-year colleges and universities.

The Guidance Department 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 Department is responsible for supporting graduates from the three academic programs. The Guidance Officer position plays a critical role in meeting these goals and objectives.

JOB DESCRIPTION

The Guidance Officer position is designed to ensure that students thrive at their post-SEEDS schools. Through personal outreach and targeted events, the Guidance Officer develops relationships with students, to advise them in exercising leadership, helps realize their potential, tracks for academic, professional, and social success, and act as a first stop for mental health and academic concerns.

PRIMARY RESPONSIBILITIES INCLUDE:

- **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.

- ***Student Follow-Up and Engagement*** – Conduct 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. Develop ways to engage alumni across the educational spectrum
- ***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. Create materials to recruit students for events.
- ***Data Collection & Administration*** - Ensure the database is up-to-date with all pertinent information. Collect transcripts and other information from students and enter all student and school data into the database in a timely fashion.
- ***Recruitment and Admissions*** – The Guidance Officer is a member of the Recruitment Team and sites in on all relevant Admissions meetings. Recruitment includes leading admissions presentations at feeder schools to prospective students and parents/guardians, reading applications, and/or interviewing applicants.
- ***Programs/Placement*** – Participate in admissions process when requested: College and independent school applications, reading essays, student financial reviews, and communicating with parents regarding application status.
- ***Staff Relationships*** – The Guidance Officer participates in weekly staff meetings and regularly coordinates with other staff members and departments. A thought partner for the team, across departments, and agency wide.

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

NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION

- Bachelor's degree required
- At least two years' experience in one or more of the following: working with marginalized youth, familiarity with independent schools, college admissions/ higher education, guidance counseling, youth programming, etc.

TECHNICAL SKILLS

- Must have functional understanding of the applications of Microsoft Office, Google Workplace, and Zoom.

OTHER COMPETENCIES

- A deep belief in the importance of an excellent education for all students
- Must engage in a professional manner with students, families, staff, and school contacts
- Analytical and problem-solving skills
- Ability to function as a member of a diverse team
- The ability to prioritize multiple tasks
- Comfort with public speaking and strong presentation skills
- Strong oral and written communication abilities; a caring and attentive listener
- The discernment to use discretion and sensitivity
- The ability to articulate the SEEDS mission effectively and compellingly
- Capacity to organize and supervise large projects and/or events
- Energy, passion, and imagination
- A willingness to try new solutions and evaluate their effectiveness

IMPORTANT REQUIREMENTS

This position requires:

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

SALARY

- The salary for this role begins at \$45,000
- 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 [mbaeb@seedsaccess.org](mailto:mbaez@seedsaccess.org).

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.

SEEDS – Access Changes Everything encourages and supports diversity and inclusion in our workplace. SEEDS 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.