



POSITION TITLE	Placement Officer, College Scholars Program
DEPARTMENT	Admissions & Placement
EMPLOYMENT STATUS	Full Time
CLASSIFICATION	Non-Exempt
REPORTS TO	Vice President, Admissions & Placement
SALARY	\$55,000

ABOUT SEEDS

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 and beyond.

Over our 30+ year history, our proven model has transformed the lives of more than 3,500 students, who are now alums, helping to create brighter futures for their families, communities, and society. Each of SEEDS’ unique programs combines rigorous academic programming (on Saturdays during the academic year as well as summer 3-week intensives), dedicated mentorship and school search guidance, application assistance and financial aid education and support, and a comprehensive portfolio of workshops, seminars, and activities to support students’ social emotional development.

Based in Newark, NJ, with site locations across the tri-state area, the SEEDS team of 25 professionals serves hundreds of students each year through our middle school, high school, and college programs. As we enter an exciting phase of growth, we are seeking passionate, mission-driven educators and professionals to join our collaborative team—people who are committed to equity, energized by challenge, and eager to make a lasting impact on the lives of young people.

POSITION OBJECTIVES

The College Scholars Placement Officer serves as the primary architect and guide of the college admissions journey for students in the College Scholars Program — translating SEEDS's college access mission into individualized, high-touch support that helps first-generation and underrepresented students gain admission to, afford, and thrive at selective and highly selective colleges and universities.

This role requires someone who can build trust with students and families navigating an often unfamiliar and high-stakes process, while simultaneously cultivating strong professional relationships with admissions officers at colleges nationwide to advocate effectively on students' behalf.

The Placement Officer must operate as both a strategic thinker and a detail-oriented project manager — balancing the big-picture work of college matching and institutional relationship management with the granular, time-sensitive logistics of applications, financial aid, and event coordination. The Placement Officer works closely with the Programs team to ensure a cohesive SEEDS experience. Success in this role requires organization, resilience, and the ability to thrive in a fast-paced, mission-driven environment.

PRIMARY RESPONSIBILITIES

College Placement:

- Establish and maintain relationships with admissions officers at selective and highly selective colleges locally and nationally.
- Identify college matches for students in the College Scholars Program in partnership with students, families, and Placement Team.
- Assist students and their families throughout the entire college application process.
- Create and maintain calendars for all relevant dates of the college placement process.
- Monitor students' progress throughout college application process.
- Assist families with completing financial aid applications (FAFSA, CSS Profile)
- Manage budgets for events and student essentials funding.
- Organize and manage events including, but not limited to, the SEEDS annual college fair.
- Provide training and education to students and families on college 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.
- As the college placement process takes place simultaneously with the SEEDS academic program, the Placement Officer will work closely with the Programs team and will manage joint department/team meetings and communicate regularly with the program team.
- Placement Officers are invited to teach one section of College 201 during the summer residential program, The Collegiate Experience.

Admissions & Recruitment:

- The Placement Officer will conduct information sessions in select towns and will serve on the reading and selection committees.

Special Projects:

- The Placement Officer will assist on special projects as necessary.

QUALIFICATIONS

- Bachelor's Degree from a four-year college or university.
- A minimum of one years' experience in college admissions or college counseling role.
- Experience with the public school system and/or college community a plus.
- A deep belief in the importance of an excellent education.
- Strong interpersonal and communication skills with people of diverse backgrounds.
- Excellent organizational and time management skills.
- 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.
- Must be able to work in a fast-paced, deadline- oriented environment.

TECHNICAL SKILLS

- Knowledge of FileMaker Pro a plus
- Microsoft Teams, Word, PowerPoint, Excel
- Survey Monkey

WORKING CONDITIONS

- Hybrid role; minimum three days per week in the Newark office (including Mondays and Wednesdays)
- The Placement Officer will spend approximately four weeks each year traveling, some overnight, 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.)

IMPORTANT: This position requires:

- Work on several weekends and evenings
- Use of a personal vehicle for business purposes (mileage reimbursed)
- Use of a personal cell phone (partially reimbursed)
- The ability to work in a fast paced, ever-changing array of roles and responsibilities.

COMPENSATION & BENEFITS

- Medical, Dental and Vision benefits
- Health and Dependent Flexible Spending Accounts
- Commuter Benefits
- 401k retirement Plan with an employer-matching component
- Paid Time Off

TO APPLY

Send resume and cover letter to jobs@seedsaccess.org. Please include “Placement Officer, College Scholars” in subject line of 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.

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.