

Director of College Counseling and Alumni Support

About Girard College

Girard College is a full scholarship boarding school that fosters intellectual curiosity, social development, and emotional growth in academically focused students from underserved communities. We ensure every student the opportunity and the means to achieve excellence and preparation for advanced education through purposeful academic and residential programs.

Position Overview

Girard College seeks a Director of College Counseling and Alumni Support to provide postsecondary transition assistance, oversee the College and Career Counseling Department and manage the Girard Scholarship program. This person will be a critical resource for students as they transition from Girard to and through college. The Director is responsible for building deep relationships with Girard graduates and will serve as an advocate, mentor, liaison, expert, and cheerleader. This person will assist students with academic, financial aid and personal challenges associated with college enrollment, success, and persistence. The Director is expected to have experience working with underrepresented students and a comprehensive understanding of the college financial aid process and the organizational structure of higher education institutions. Collecting, using, and analyzing college transition and postsecondary data is integral to the work with our students. The individual should have an interest in and experience with data analysis. Additionally, essential to this role is the management of the Girard Scholarship. Oversight for the entirety of the scholarship process including but not limited to key areas of management, communication, planning and disbursement for the current high school senior class and recent Girard alumni.

Essential Duties and Responsibilities

- Directly responsible for individual support for a group of Girard graduates
- Conduct consistent graduate support advising sessions designed to assist with financial aid and the academic and social college acclimation and integration process.
- Visit designated Girard College graduates at their respective colleges or universities and assist graduates with connecting to campus-based support services, monitor grades, review progress toward academic and career goals, and troubleshoot barriers to academic success.
- Develop relationships with key personnel on college/university campuses such as financial aid/bursar officers, admissions representatives and Diversity and Inclusion liaison
- Provide support to students interested or needing to transfer to a different institution.
- Serve as an internal consultant to Girard students and faculty on financial aid resources.
- Regularly use data management and tracking system to maintain advising notes and organize all necessary follow-up meetings, track all graduate interactions, and submit monthly reports, consistently update all student contact information for student caseload.
- Maintain regular contact with graduates via various forms of social media, text messaging, phone calls and in-person meetings and closely monitor enrollment, transfer, and stop out rates.
- Analyze Girard Alum enrollment trends, retention, and graduation rates to assist with best practices with Girard high school students and current undergraduates.
- Provide and support College Counselor and implementation of programming across the high school.
- Manage the Girard Scholarship Program

- Determine timelines, design and revise Girard College Scholarship forms as needed.
- Ensure a strong recruitment and communication plan to ensure every high school senior and eligible Girard Alum applies for the scholarship.
- Develop and monitor a strong approach to internal evaluation, data collection, and tracking of Girard student's postsecondary achievements. Ensure and document progress toward postsecondary graduation.
- Assist with administration of the Senior Exit Survey and the Girard Alumni Survey

Essential Experience, Skills and Competencies

- Master's Degree with 5-7 years' experience providing college access and success support in a community, high school, or university-based setting.
- Experience with individual and group college advising sessions.
- Understanding of financial aid including the FAFSA, PHEAA (PA State Grant) and CSS profile
- General knowledge base of college fit and college match
- Highly capable of dealing with sensitive issues and being discreet.
- Experience in data analytics and strong interest in advancing such skills.
- Strong administrative, database management, and records maintenance skills to handle confidential material.
- Excellent organizational and time management skills with attention to detail and accuracy
- Excellent verbal and written communication skills
- Proficient knowledge of Microsoft Office Suite including MS Outlook, MS Word and MS Excel and Google Docs, Forms and Sheets
- Active driver's license and ability/desire to travel.

A Girard Employee

- Is committed to Girard College mission and educational model.
- Thinks strategically in aligning one's own work streams to the larger organizational mission.
- Possesses exceptional interpersonal skills, with creative and positive energy for working with youth.
- Behaves professionally in a fast-paced environment and with a variety of constituents.
- Works independently as well as collaboratively with a team while managing multiple tasks.
- Proven ability to influence and enhance cooperative working relationships within a team environment while working well independently and taking initiative on roles and responsibilities.
- Proven ability to proactively lead by example, effectively collaborate with fellow co-workers, and respond positively to feedback within a fast-paced, dynamic, and rapidly changing environment.
- Exemplary interpersonal skills and a proactive and persistent approach
- Excellent communication skills with diverse constituents (administrators, teachers, parents, students)
- Team player: maturity, humility, grit, flexibility, follow-through, open to feedback and a "roll-up-my-sleeves" attitude