
Job Title	Postsecondary Counselor (Saturday Program)
PVN ID	BA-2508-006971
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	Office of STEP & CSTEP Programs
Status	Part Time
Hourly Rate	\$40.00-\$40.00
Hour(s) a Week	4.00
Closing Date	Oct 15, 2025 (Or Until Filled)

General Description

The Baruch STEP Academy is an academic enrichment program focusing on STEM (Science, Technology, Engineering, and Mathematics) education and providing college preparation. Managed through the CUNY Research Foundation, we serve 200 middle and high school students throughout the city annually.

Website: <https://step.baruch.cuny.edu>

Blog: <https://baruchstep.wordpress.com/>

Instagram: <https://www.instagram.com/baruchstep/>

Summary of Responsibilities

The postsecondary counselor will provide individual counseling to juniors and seniors, assist staff with Saturday programming, and lead workshops on college preparation, career readiness, and soft skill development for **all** high school students and provide support and advocacy training for parents.

Schedule: October 4 through November 22 from 10am - 2pm

Salary: \$1280 | \$40 per hour (4 hours x 8 sessions)

Other Duties

- Discuss individual academic plans and career aspirations during 1-on-1 counseling sessions
- Lead student workshop sessions on college preparation, soft skill development, and career readiness
- Develop and facilitate parent workshops to provide support for college bound aspirations and internship readiness
- Assist with the advisory committee and parent group
- Collaborate with staff on assessing program's college readiness offerings
- Other duties as assigned

Qualifications

Required:

- Bachelor's Degree
- Availability from 10am – 2pm each scheduled Saturdays session
- Experience providing student counseling sessions and facilitate parent workshops
- Background in high school academic, college, and/or career counseling
- Possess good interpersonal skills with teenagers and parents

Preferred:

- Current school counselor
- Familiarity with working with diverse student populations (first generation, immigrant, underrepresented, and low-income)
- Experience working in schools, college access programs, or community based organizations

Please note: Only applicants with cover letters explaining their interest and their applicable experience/skills will be considered. Application deadline is September 1st. Eligible candidates will be contacted immediately after to schedule an interview.