
Job Title	Pre-College Counselor
PVN ID	BK-2510-007060
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	Educational Talent Search
Status	Part Time
Hourly Rate	\$35.00-\$45.00
Hour(s) a Week	10.00-19.00
Closing Date	Dec 06, 2025 (Or Until Filled)

General Description

CUNY Brooklyn College seeks a Pre-College Counselor for the Educational Talent Search project who will work to enhance and advance the college access services available to high school students in Brooklyn. The College Counselor maintains a caseload and ensures compliance with federal regulations, accomplishes program objectives, and prepares required reports for the Talent Search program.

The Pre-College Counselor will work closely with the Project Director to ensure that the annual performance outcomes are met. The main objective of this role is to enhance and advance college access services available to high school students in Brooklyn. The College Counselor will manage a caseload of students, ensure compliance with federal regulations, achieve program objectives, and prepare required reports for the Talent Search program. This position requires close collaboration with the Project Director to meet annual performance outcomes.

The goal of the TRiO Educational Talent Search is to increase the number of high school graduates who pursue post-secondary education. Students receive academic, career, and financial counseling, assistance with the college application process, and additional support to help them graduate from high school and transition to college. The ETS program also assists individuals who have not completed their secondary or postsecondary education by helping them earn a diploma or degree.

The Pre-College Counselor provides academic, career, and postsecondary educational advisement. The goal is to prepare high school students and their families for successful entry into college and completion of a bachelor's degree. This is a grant-funded position for a five-year cycle, and we are in the fourth year. Continuation in the position will be contingent on successful grant renewal and the employee's performance. This position reports to the Director of TRiO Programs. Principal Working Relationships: Upward Bound Associate Director, PT Coordinators, Counselors, Instructors, Administrative Assistant, Project Tutors, High School Principal, and Staff.

Other Duties

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- Provide comprehensive academic, personal, career, and financial aid counseling to program participants
 - Identify, screen, and select prospective program participants based on a rigorous selection process
 - Track student performance using baseline data gathered from in-house needs assessments
 - Monitor and document satisfactory academic progress for assigned participants
 - Plan year-round activities and supervise part-time staff to execute them
 - Assist high school seniors with the college application process and securing financial aid
 - Establish and maintain positive relationships with target schools and college personnel
 - Plan and chaperone day and overnight college tours
 - Assist with marketing to increase awareness of the Educational Talent Search Program
 - Collaborate with programs serving similar populations to increase resources
 - Maintain project records and participant files
 - Other duties as assigned

Qualifications

- Bachelor's Degree in Education, Counseling, Social Work, Higher Education, Psychology, or a related field from an accredited college or university
- Master's Degree or current enrollment preferred
- Two years of high school counseling or college entrance advising experience, or professional experience working in a federal, TRiO, or similar program serving disadvantaged youth
- Experience providing case management and advising students about the college admission and financial aid application processes
- Group facilitation and presentation skills
- Ability to work in a fast-paced work environment and manage multiple projects effectively
- Ability to work on a team and independently as needed
- Proficient in computer programs and related technology required for the successful implementation of program processes and recordkeeping
- Must be able to perform duties effectively and ethically to assure that the objectives of the projects are met within the guidelines of legislation, regulations, and commitments as stated in the grant
- Must be able to communicate effectively with persons of diverse backgrounds and understand influence of culture, heritage, and economic disadvantage on program participants
- Professional or personal experiences overcoming barriers like those confronting program participants
- Bilingual Spanish or Haitian Creole preferred

This is a grant-funded position. Requires some lifting and daily travel to target school sites

Tentative Schedule: Monday - Thursday, 8:00 am - 4:00 pm at school sites, Fridays in-office or remote.

Some scheduled evenings and/or weekends are required.