



Job Title	Counselor
PVN ID	JJ-2410-006512
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Upward Bound Program
Status	Full Time
Annual Salary	\$50,050.00 - \$53,300.00
Hour(s) a Week	35
Closing Date	Dec 17, 2024 (Or Until Filled)

General Description

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participant's complete secondary education and enroll in and graduate from institutions of postsecondary education.

Other Duties

- Promote and recruit participants at target schools and community meetings.
- Enroll eligible number of participants, obtain academic records in order to access financial eligibility for program.
- Plan participant UB program services based on the student's individual academic needs.
- Monitor student academic progress report cards and maintain up to date student files.
- Meet with school liaison and parents to discuss the student's progress and Program objectives.
- Schedule tutoring and counseling sessions with participants.
- Assist Curriculum Coordinator in organizing college visits, cultural activities, and workshops.
- Assist Director, Curriculum Coordinator in the preparation of the Annual Performance Report.
- Assist Director, Curriculum Coordinator in the day to day operation of the summer residential component.
- Reside on a college campus during the summer residential program.
- Administrative duties as assigned.
- Other duties as assigned.

Qualifications

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- Familiarity with target area and the NYC Public School System
 - Experience working with at risk students
 - Understanding of the Student Individualized Education Program IEP
 - Familiar with Microsoft Excel
 - Possess strong verbal and written communication skills.
 - Demonstrated experience to successfully maintain positive interpersonal relationships.
 - Demonstrated experience to successfully handle multiple demands efficiently.
 - Demonstrated experience in a supervisory capacity.
 - Ability to make professional programmatic decisions.
 - Ability to work on Saturdays.
 - B.A./B.S. in Education, Psychology, Counseling, Social Work, or related field.
 - Experience working with inner-city youth or related experience in similar programs.
 - Bilingual skills in English, Spanish, Chinese, or other languages a plus.