



Position Description: College Essay Specialist for Scholars to College

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Program Description: Scholars to College is a free, four-year college readiness program that assists academically-focused students in grades 9-12 who face systemic barriers to equitable educational outcomes. The goal of Scholars to College is to help students navigate barriers and acquire the knowledge, skills, and resources that promote college readiness and success. Students are supported by a College Readiness Counselor who coordinates and implements a comprehensive array of services designed to support each scholar's holistic development while enhancing their academic profile and leadership skills. Scholars to College aims to prevent students from undermatching when selecting a college or university while simultaneously supporting students and their families in selecting the college or university that best meets their academic, social, personal, and financial needs.

Job Title: College Essay Specialist

Job Goal:

With the oversight and support of Emily K Center staff, the College Essay Specialist provides individualized support and guidance to a caseload of approximately 15 current high school seniors in the completion of Common App essays, short essay responses, and various other essays pertaining to college application and scholarship processes. Services are provided once weekly on Wednesday evenings from 6:00 to 8:00 p.m. at the Emily K Center, plus an additional six hours per week through virtual and face-to-face meetings with students. College Essay Specialists will work a total of eight hours per week.

Qualifications:

- Proficiency with Microsoft Word and Google Suite (especially Google docs)
- History of successful work in the field of secondary or higher education, communications, or related and relevant field
- Commitment to serving low-income high school students and families at a high level
- Experience supporting students to successfully apply to colleges and universities, including highly selective institutions
- Demonstrated ability to work independently and collaborate effectively within a systematic program approach
- Evidence of ability to quickly build rapport with high school students from a diversity of backgrounds

Primary Responsibility Areas:

In collaboration with Emily Krzyzewski Center staff:

- Implement a best-practices based process for helping students develop and complete personal statements and college essays in a manner that aligns with the student's goals and the demands of the college environment to which they are applying
- Serve as the secondary support for a caseload of approximately 15 high school seniors in conjunction with the Scholars to College and Emily K Center staff who serve as primary support
- As secondary support, the Specialist will assist in the process of essay revision and editing. This may include a combination of virtual, digital, and face-to-face support modalities
- Work with students during Curriculum Night, each Wednesday from 6:00 to 8:00 p.m. from September through May at the Emily K Center plus an additional six hours per week through virtual and face-to-face meetings
- Meet with Center staff on a defined schedule for planning, tracking, and review purposes
- Maintain a record of each student's work and progress, ensuring students are on track to produce highest quality essays well before stated college deadlines

Term of Service: Nine month commitment, September to May. Approximately eight hours per week, including two on-site, evening hours weekly, plus six hours each week dedicated to individualized support, follow-up, and documentation.

Compensation: \$5,440 stipend via semi-monthly payments

To apply: Submit cover letter and résumé electronically to Camille Wilson at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by August 6, 2021. For more information visit www.emilyk.org.