



PEAK EDUCATION  
REACH HIGHER

## College and Career Advisor

**Location:** Colorado Springs, CO

**Reports to:** Jasmine Rainey, Director of Postsecondary Access and Success

### Why Work at Peak Education?

At Peak Education, we're more than a college and career resource—we're a dynamic, mission-driven team committed to unlocking the full potential of students throughout the Pikes Peak Region. We envision a world in which all youth have equal opportunities to reach their dreams, and in which educational attainment and meaningful careers are open to all regardless of their circumstances. We believe that self-determined and fulfilled individuals strengthen our collective future. Since our founding in 1997, Peak Education has been a trusted and engaged force in the Colorado Springs community. What began as a scholarship and support program for a handful of high school students has grown into a full-scale college and career readiness initiative serving over 400 students and families annually. Our deep roots and longstanding relationships with schools and community partners make us uniquely positioned to create real, lasting change.

### Job Description

The College and Career Advisor will play a critical role in supporting high school students through delivering engaging in-school presentations and workshops, providing one-on-one advising, and assisting with college and career planning. The position will serve as the liaison with college and university partners and tasked with building and maintaining relationships with college admission representatives and financial aid leadership. The successful candidate will be able to work some evenings and weekends during peak application season(s). This role offers the flexibility to work from home one day per week.

### Essential Duties and Functions

#### *College and Career*

- Coordinate and schedule monthly in school sessions with school partners to ensure consistent engagement and alignment with program goals.
- Teach bi-monthly college and career class/workshop at 8 partner high schools for 11<sup>th</sup> grade students. Provide alternative workshops for 11<sup>th</sup> grade students who attend non-partner schools.
- Lead college, career and financial aid workshops for 12<sup>th</sup> graders, which occur outside of the school day.
- Lead three-day College App Camp in the summer for rising seniors.
- Assist in facilitating occasional weekend workshops for middle and high school students.
- Chaperone and transport students to college visits, fairs, and field trips as needed.
- Host college rep visits and other career opportunities at Peak Ed.
- Assist with leading and planning Peak Ed's annual out-of-state college tour.
- Collaborate and provide guidance on college and career readiness topics for the high school programs coordinator who works directly with 9<sup>th</sup> and 10<sup>th</sup> grade students, as well as the middle school team.

- Build and maintain strategic partnerships with colleges and universities and increase awareness about Peak Education.
- Assist with Peak Ed's College Success Program for current college scholars as needed.

### ***One-on-One Advising***

- Advise and directly support 12<sup>th</sup> grade students in crafting their post-secondary plan, completing college and scholarships applications and other tasks in the college and financial aid process.
- Work with the director of postsecondary access and success to manage 12<sup>th</sup> grade caseloads.
- Conduct individual junior meetings during spring semester of junior year.
- Assist the high school programs coordinator with one-on-ones at larger high school if needed during key months.
- Support students with applications for summer programs and other opportunities.

### ***Data and Reporting***

- Keep data on student progress using Peak Ed's CRM and other tracking systems.
- Prepare formative and year-end reports on engagement with students, college placement, and scholarship data
- Track the progress toward completion, collect and analyze data on Peak Education alumni enrolled at colleges and universities.

### ***Miscellaneous***

- Attend and support various Peak Education events.
- Occasionally assist with fundraising activities, donor visits and initiatives.
- Other duties as assigned.

### **Required Qualifications**

- Bachelor's Degree
- Minimum of three years of college admission or college counseling/advising experience.
- Demonstrated experience working with low-income, first-generation students and their families in the college admissions and/or college counseling process.
- Extensive knowledge of colleges, their academic programs, admissions and financial aid.
- Willingness and ability to drive a large passenger van (e.g., 12- or 15-passenger) for student trips and events.
- Strong verbal communication, writing and interpersonal skills
- Ability to work autonomously and be self-directed
- Strong organizational and analytical skills and ability
- Ability to intermittently work nights and weekends as needed
- Commitment to diversity, equity and inclusion and educational equity including personal or professional experience working with low-income and/or diverse communities.
- Ability to synthesize data to report on student progress and benchmarking
- Ability to drive and valid driver's license
- Ability to pass a comprehensive background check

### **Preferred Qualifications**

- Experience successfully leading family engagement and service learning initiatives.
- Previous teaching experience
- Bilingual in 2 or more languages (Spanish preferred)

### **Compensation & Benefits**

- The expected pay range for this role is the equivalent of \$57,500-\$62,500 annually
- This position is classified as FLSA exempt.
- The expected work schedule is 40 hours per week, with occasional evenings and weekends as needed.
- Two health insurance options, including a choice between a high deductible plan with an employer-matched Health Savings Account and a traditional plan
- Dental Insurance
- Vision Insurance
- Life / Disability Insurance
- 403(b) with up to 5% employer match (of employee contribution)
- Nine paid holidays each year
- 20 days of vacation each year
- Seven sick days each year
- Flexible work schedule with the option to work from home one day per week.

### **Instructions to Apply:**

Please submit a resume and cover letter outlining your qualifications and interest in the position to Jasmine Rainey (Director of Postsecondary Access and Success) at [jasmine@peakedu.org](mailto:jasmine@peakedu.org). Application consideration is rolling and will remain open until the position is filled. Priority consideration will be given to applicants who apply by Close of Business May 16, 2025.

*At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates*