

College Educational Consultant – Part-Time (Remote)

We are the leading Pittsburgh college admissions planning and career services company. Our college planning services at Campus to Career Crossroads continue to expand with a steady stream of referrals from successful clients throughout the country.

Campus to Career Crossroads was founded on the premise of helping to bridge the gap in today's confusing and competitive college-career market. The traditional approach to college admissions has made significant changes through the years. The mission at Campus to Career Crossroads is to develop a supportive and individualized partnership with students and their families in order to help them successfully navigate the transitional and complex stages from high school to career.

We are seeking a talented college educational consultant who can work with students and their parents to streamline the college admission process for busy families into clear next steps. The ideal consultant will strive to improve clients' college admissions opportunities and develop a student's skills needed to be successful in college and beyond. Additionally, by fostering a climate of empathy, the consultant will help students develop confidence, understand their unique strengths, and ultimately find their way.

Responsibilities:

- Meet with students and parents at set intervals to ensure all phases of college planning are progressing - academics, standardized testing, extracurricular plans, and maintaining a college application schedule.
- Encourage and guide high school seniors through the entire college application process including identifying best fit colleges, developing essays, managing deadlines, and completing all requirements required to submit the college application.
- Assist with post-application guidance and support students in making their final college decision.
- Maintain an open and regular line of communication with students and their parents.
- Perform research on extracurricular activities (volunteering, summer programs, special projects).
- Assist with the brainstorming of college application essays and summer program essays.
- Coach students through independent learning projects (small business startups, community service opportunities, career exploration, research projects, etc.).

Education and Experience:

- Bachelor's degree with two years of experience in college admissions, student advising, or consulting.

Requirements:

- Excellent written, verbal, and listening communication skills to ensure client satisfaction.
- Strong client relationship building skills and a high degree of emotional intelligence.
- Demonstrated ability to manage client expectations in a firm but pleasant manner.
- Excellent project management skills and the ability to develop timelines for deliverables and manage due dates.
- Must be adaptable and flexible to changing priorities and client needs.
- Passionate about encouraging and guiding high school students through academic, career exploration, extracurricular plans, and the college application process.
- Proven ability to manage multiple client projects simultaneously with excellent attention to detail, follow through, and an ability to work independently.
- Skilled at setting and managing expectations while counseling families.
- Excellent computer skills including Google Workplace and Microsoft Office.
- Ability to work in the evenings and Saturdays, especially during peak application seasons.
- Strong grasp of English and writing skills for essay assistance.

If you are passionate about empowering students and exceeding client expectations, please email your résumé to jason@campustocareercrossroads.com