



## Job Posting: College Counselor

### **About Cristo Rey Jesuit Seattle High School:**

Cristo Rey Jesuit Seattle opened in 2024-25 as a 9-12 Catholic school educating young people of limited economic means and all religious faiths to become “people for others.” Through a rigorous college-prep curriculum, integrated with professional experience and spiritual development, students graduate empowered to succeed as scholars and citizens. CRJS is a part of the [largest network of high schools](#) in the US exclusively serving low-income youth, as well as a proud member of the Jesuit Schools Network.

**Position:** College Counselor, 11 month position, beginning July 6, 2026

**Salary:** \$81,000 – 110,000 depending on experience

**Benefits:** Employees of CRJS enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, and generous paid time off.

### **WHY US?**

Our goal is to attract, develop, and retain one of the best faculty and staff in the nation. CRJS is committed to building and sustaining an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all, and we value the cultural and identity diversity of our team.

Our educators will continue to do extraordinary work as teachers, mentors, and leaders, as well as play a critical role in the growth and decision-making processes of the organization. We will provide:

- Best in class team of colleagues: Our leaders are collaborative and reflective. CRJS leaders prioritize staff development, cohesion, and shared responsibility for org-wide decision-making, priority and goal establishment.
- Unique opportunity to not only shape the educational experience for our students but also to create the work culture you want to see.
- We have a deeply held respect for educators. We provide them with resources and agency to drive curriculum development, learning opportunities outside of the classroom, and encourage innovation to enhance the learning experience.
- Professional development: weekly PD, year-round retreats and trainings, and ongoing coaching

### **WHAT OUR STAFF BELIEVE**

- We share a collective responsibility for all students.
- We make the choice every day to be the ones who will prepare all students to live lives of opportunity - we do not believe there is “another school.”
- We apply a growth mindset when working with students. All students are capable of academic growth; intelligence is not fixed.
- We build the world we want to see and live in, even if it does not exist yet - one that it centers equity and inclusivity.

- We see humanity in all people.
- Like Paulo Freire and the Ignatian Pedagogical Paradigm, we believe education must go beyond the mere giving of information from teacher to student.
- We take an entrepreneurial approach to teaching and learning.

## **ROLE RESPONSIBILITIES – ESSENTIAL DUTIES**

- Guide and assist students and parents through the entire college and financial aid application process
- Design, teach and grade College Counseling Course that support the college counseling process
- Support the planning and implementation of workshops for parents and students on key topics related to the college admissions and financial aid processes (on occasion, for faculty/staff)
- Ensure students take advantage of special opportunities made available to low-income and/or first-generation college students in the college search process
- Assist with the registration plan for standardized college entrance exams and oversee exam data entry and analysis
- Establish and maintain relationships with college representatives on behalf of the school and the students
- Coordinate college representative visits to campus and college fairs
- Coordinate logistics for on-campus college experiences
- Responsible for data management, transcript retrieval, and application materials submission via the Naviance system
- Actively research all aspects of college counseling: financial aid, scholarships, applications, and standards
- Support the work of the College Guidance Department and team with office initiatives and projects
- Attend required staff development and training sessions throughout the year

## **Who You Are**

- Bachelor's Degree required.
- Knowledge and understanding of the communities served by CRJS. Ability to serve economically disadvantaged, racially diverse students and their families with patience and humility.
- Excellent verbal and written communicator and excellent interpersonal skills.
- Ability and flexibility to thrive in a fast-paced, entrepreneurial school environment.
- Highly collaborative, dynamic leader with the ability to manage professional relationships with a variety of stakeholders.
- High ethical standards with personal integrity and the ability to convey a positive public image, acting in the best interests of the school.
- Ability to maintain absolute confidentiality.

- Demonstrated ability to inspire, lead and work collegially with faculty and staff.
- Detail-oriented, with the ability to manage CRJS staff, students, and volunteers effectively.
- A deep belief that all students deserve excellent access to high-quality education and work experience.
- We believe student work is both a mirror and a window into our teaching practice.

## **PROFESSIONAL QUALIFICATIONS**

- A Bachelor's degree from an accredited four-year educational institution
- Experience guiding high school students and families through the college admissions process is strongly preferred but not required
- Certification in college guidance is preferred but not required
- Understanding of the barriers to access to college for low income and/or first-generation students
- Strong written and communication skills; detail-oriented; team player; ability to multitask in a fast-paced environment
- Relentless focus on results, high-level accountability, and willingness to do "whatever it takes"
- Candidate must be adept at building rapport and trust with people from diverse socio-economic and cultural backgrounds, including underrepresented urban youth and first-generation college students
- Strong working knowledge of Microsoft Office, and ability to work with Naviance
- Demonstrated commitment to the mission of the Cristo Rey Network and model

## **TO APPLY**

Upload resumé and references from [HERE](#). Accepting applications until position is filled.

## **Equal Opportunity Employer:**

Cristo Rey Jesuit Seattle High School encourages applicants from a wide array of fields, experiences, and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. CRJS will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, gender, marital status, citizenship, veteran status, sexual orientation, genetic information, religion when it is not a requirement for the position, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.