

High School College Counselor 2026-27 School Year



WHO WE ARE

Cristo Rey Columbus prepares students to excel in college, in career, and in character. Our college-prep curriculum, work-study program, and faith-based education combine to give students a unique experience and an affordable option for high-quality education. Our school is grounded in the following characteristics, which shape the Cristo Rey Columbus experience for our faculty, students and families:

- **College-Prep Academics** - All students take college preparatory coursework and are held to a high academic standard. Our teachers and student support staff are well-equipped to support students in achieving success in high school and prepare them for continued success in college.
- **Professional Work-Study Program** - Our students work in a professional environment five days per month, all four years of high school. This unique program not only helps to fund students' education, it provides them with on-the-job work experience, mentoring, and the opportunity to gain invaluable professional skills.
- **Catholic Identity** - At the heart of the Cristo Rey Columbus community is our faith in Jesus Christ and a commitment to nurture the faith of all students. This happens in an atmosphere of mutual respect and concern for all members of our school community – students, teachers, staff, and families.
- **Diverse Community** - We are proud of our diverse student body that represents our global community. We embrace the many cultures and backgrounds of our students and their families, and by doing so, create an enriching, welcoming environment rooted in mutual respect.
- **An Education That Makes a Difference** - Our school's mission is to serve students from low to moderate household incomes who would not typically be able to afford a private high school experience. By opening these doors, our students are given the tools they need to overcome challenges, achieve their goals, and set themselves up for a lifetime of success.

WHO YOU ARE

A dedicated professional committed to creating and sustaining a culture of high expectations and support for all students. You demonstrate a commitment to Cristo Rey's mission and Catholic, faith-based education. As a member of the College Counseling team, the College Counselor reports to the Director of College Counseling & Alumni Advising and will have primary day-to-day responsibility for planning, implementing, managing, and monitoring all aspects of a student's college discernment process.

ANTICIPATED START DATE

June 15, 2026

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RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Guide and assist students and parents through the entire college and financial aid application process
- Design and teach College Counseling Advisory classes 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
- Establish and maintain relationships with college representatives on behalf of the school and the students
- Coordinate college representative visits to CRCHS and college fairs
- Coordinate logistics for on-campus college experiences
- Data management, transcript retrieval, and application materials submission via the SCOIR system
- Actively research all aspects of college counseling: financial aid, scholarships, applications, and standards
- Support the work of the College Department and team with office initiatives and projects
- Attend required staff development and training sessions throughout the year

QUALIFICATIONS

- A bachelor's degree from an accredited four-year educational institution
- Spanish fluency preferred but not required
- Experience guiding high school students and families through the college admissions process is strongly 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"
- Experience building rapport and trust with people from diverse socio-economic and cultural backgrounds
- Strong working knowledge of Microsoft Office, Google Workspace, and ability to work with SCOIR
- Demonstrated commitment to the mission of the Cristo Rey Network and model
- Understand and support the mission of Cristo Rey Columbus as a private, independent, Catholic school under the endorsement of the Catholic Diocese of Columbus

TO APPLY

- Please submit a cover letter and resume via email to Ashley Grasinger at agrasinger@crchsworks.org
- Submitting official college transcripts, a background check, and attendance at a Protecting God's Children session will be required prior to employment