



Bottom Line seeks to hire several counselors for our Boston and Worcester offices for the 2010-2011 school year.

Applicants should be interested in working for a results-oriented non-profit organization dedicated to helping urban students get into college, graduate from college, and go far in life.

We are especially interested in college graduates from 2009 or previous years. We do not anticipate hiring 2010 graduates for the coming school year.

All counselor positions are full-time, pay between \$32,000 and \$35,000 per year, begin sometime between during the summer 2010, and include benefits. Some evening and weekend work is required.

Founded in 1997, Bottom Line's mission is to help low income youth get into college, graduate college, and go far in life. Bottom Line is interested in more than access to education for these students - we are interested in degree completion.

Soon to enter our 14th year in operation, Bottom Line is entering the third year of an aggressive expansion effort. The organization is looking for organized, hard working, and results-oriented people to help our Boston and Worcester offices serve 625 high school seniors from the Class of 2011 and more than 900 college students on campuses throughout New England.

Counselor Job Summary:

- 1. Counsel group of 45 high school seniors through college and financial aid application processes.** Help students identify college options, write application essays, manage application process, complete financial aid requirements, analyze acceptances and award packages, choose a college, and transition to campus. A typical BL student applies to 10 colleges and gets accepted to 5.
- 2. Support and serve group of 50 college students at select Massachusetts campuses.** Counselors are typically matched with three colleges, at which they help college students navigate the journey to a college degree. Services focus on academic advising, class registration, financial aid renewal, transfer assistance, resume development, job searches, and general problem solving for issues that come up throughout the school year (paying a bill, dropping a class, dealing with a difficult roommate, etc...). Additionally, support includes monthly cards, care-packages in October and March, regular check ins, on campus dinner events, and random acts of Bottom Line kindness.
Bottom Line target colleges include:

<i>Bentley College</i>	*	<i>Bridgewater State College</i>	*	<i>Boston College</i>
<i>Boston University</i>	*	<i>Clark University</i>	*	<i>Holy Cross</i>
<i>MCLA</i>	*	<i>Northeastern University</i>	*	<i>Salem State College</i>
<i>Smith College</i>	*	<i>Suffolk University</i>	*	<i>Tufts University</i>
<i>UMAmherst</i>	*	<i>UMBoston</i>	*	<i>UMDartmouth</i>
<i>Worcester State</i>	*	<i>WPI</i>		
- 3. Counselors will also be involved in team-based programming connected to some of the following activities:**
 - o Recruitment of 500 11th graders
 - o Transition to College workshops and events for graduating high school seniors
 - o Relationship building with community, high school, & college partners
 - o On campus event planning for college student participants
 - o Resource development and curriculum planning
 - o Development of BL Career Program

The ideal candidate will have:

1. A Bachelor's degree and at least one year of relevant work experience
2. Strong writing skills
3. Ability to identify problems and find solutions
4. Experience working with urban high school students
5. An exceptional work ethic and not be looking for a 9 to 5 job
* (Hours at Bottom Line are 11 to 7 for half the year, and 10 to 6 the other half)
6. Zealous attitude toward helping kids, supporting other staff members, and making our organization better
7. Access to a car is preferred because travel to area campuses is required

Salary and Benefits:

Salary range is \$32-35,000 per year
Health and Dental coverage (Blue Cross/Blue Shield)
T-Accessible / Parking on site (for reasonable monthly fee)
14 paid holidays

How to apply:

Please email your resume and cover letter to jobs@bottomline.org.

NO PHONE CALLS PLEASE. We will follow up with you if we are interested in talking more about the job.