



PREPARE. APPLY. ACHIEVE!

ACCESS COLLEGE AMERICA IS HIRING A REMOTE BASED COLLEGE CONSULTANT ASSOCIATE

- Are you available 10-to-15 hours a week (includes nights & weekends) on a regular basis?
- Are you available 20-to-25 hours a week during June, July & August (includes nights & weekends)?
- Do you want to be a part of a college consulting group that is reinventing the term, “comprehensive college planning”?
- Are you ambitious with a personality that has a contagious passion for community and college admissions planning?

If you have answered yes to all of these, then we would love to hear from you and potentially offer you a position on our winning team!

ABOUT US

Access College America is recognized as the region’s highest rated college planning agency. We specialize in helping our scholars highlight their strengths and tell their story, successfully leading to application and admission to flagship universities not only in Texas, but around the nation, with the most comprehensive services in the profession.

OUR MISSION

We help our scholars prepare, apply & achieve!

OUR CORE PRINCIPLES

Passion
Accountability
Initiative
Simplicity

OUR SERVICES

In a nutshell, excellence in college planning guidance!

We are reinventing the term, “comprehensive college planning”. Our high school scholars receive a custom curriculum crafted for them through one-on-one coaching plus access to six hands-on, practical labs. We provide test prep services along with exclusive resources from our content vault.

Our parents receive progress reports after each strategy session plus exclusive parent forums to stay ahead of admission’s trends, topics, and strategies!

Our services are inclusive, transparent, and hands-on. Intake is limited per application cycle for a personalized, student-centered experience. We do not have open enrollment and our consultants never feel saturated with their caseloads.

COMPANY CULTURE: ARE WE THE RIGHT FIT?

One of the keys to our success is that we regularly evaluate, revise, and revamp our processes. Change is constant and flexibility very important. Although all work is remote, we stay connected. After all, what else is technology for? We have a very strong team of communicators. We believe in lifting each other up, sharing insights and suggestions regularly.

When we see excellence or a major milestone moment, incentives follow. These can include bonuses, meals, gift days, promotion, a certificate of appreciation – but always that even more important “congratulations on a job well done!”

GENERAL JOB DESCRIPTION: COLLEGE CONSULTANT ASSOCIATE

As a College Consultant Associate, you will be responsible for managing a caseload between 15-to-25 scholars per application cycle and delivering educational services to a broad range of families in the form of expert advice, application supervision, and communications regarding the college application process.

MAJOR DUTIES AND RESPONSIBILITIES

Specific responsibilities include:

1. Manage between 15-to-25 student scholars (primarily juniors and seniors) to ensure satisfactory progress is made and that educational goals are completed on or ahead of schedule to an excellent degree and that client's expectations (parent/guardian) are met or exceeded.
2. Meet regularly with scholars to empower, support, and guide them throughout the process with a high attention to detail.
3. Manage scholars to ensure that steps in the college admissions timeline are completed on time while exceeding client expectations.
4. Enhance our existing business climate to consistently produce quality results.
5. Provide professional and technical advice on time while exceeding client expectations.
6. Attend staff meetings, workshops, participate in surveys, prepare reports on student progress, resolve issues, and communicate positively and effectively with all constituents (students, parents, staff).
7. Contribute to a positive environment where everyone can excel.
8. Support and contribute to business development as our business grows.
9. Attend and complete all training sessions, learn and understand products/methods, meet or exceed standards.

QUALIFICATIONS FOR THE JOB

EDUCATION: Bachelor's and/or master's degree from an accredited institution

WHAT YOU NEED TO SUCCEED:

- Background working in higher education (or at a minimum the high school level).
- Experience working directly in educational settings. Possess a positive passion for encouraging students and families and for helping students succeed as they navigate the college transition successfully.
- Enthusiasm for providing phenomenal customer service and anticipating needs.
- Excellent communication skills, both written and verbal and a comfortable on-camera style. Public speaking experience is a plus.
- Professional interactions, supported by references, plus some evidence of familiarity with college admission and financial aid processes.
- Knowledge of college entrance testing (SAT & ACT) and its use in applying to college.
- In-depth knowledge or a willingness to learn the college application process using the Common Application / Coalition Application / Apply Texas.
- Familiarity with Zoom and Microsoft Outlook
- A true enjoyment from the collaboration with team members and managing multiple projects simultaneously.

AVAILABILITY: Ability to work 10 to 15 hours weekly during our off-peak season (October to May). This will include nights and weekends. Ability to work 20 to 25 hours a week during our busy season which covers June, July & August and could include afternoons, early evenings, and one weekend day.

BENEFITS

We like to reward people for their success – generously!

Once Eligible, these rewards are available to our team members:

- Annual Merit Increases
- Bonus Opportunities
- 401(k) Retirement Plan with 4% Discretionary Matching
- Paid Holiday(s)
- Earned PTO

- Company laptop and technical equipment