



Vermont Student Assistance Corporation (VSAC) is hiring a Gear Up Counselor

Do you love working with middle and high school students? Are you energized by the enthusiasm of teenagers?

VSAC has an open **Outreach Counselor position in our Gear Up program in Windsor County**, providing career and college readiness services to students at middle and high schools. The person in this position will work with students at **Green Mountain Middle & High Schools, Riverside Middle School and Springfield High School**.

This position is full-time with generous time off during summer. Ideal start date is December 2026.

Key attributes:

- flexibility
- eagerness to learn
- success when working independently
- comfort creating and maintaining relationships with people in a variety of settings

The successful candidate will:

- create a curriculum plan to cover the full spectrum of career and college planning services
- meet with students regularly in groups and individually
- offer workshops and presentations to students and parents
- develop rapport with middle and high school students, area school staff and faculty, and agency and college personnel

Experience and qualifications:

- experience working with youth in educational settings
- an understanding of the socioeconomic and academic needs of first-generation, modest-income students and families
- excellent communication and organizational skills
- a working knowledge of adolescent development, career development, post-secondary options and financial aid
- solid group presentation skills
- familiarity with public school systems
- a master's degree in counseling, education or related field preferred

Important note: You do not need to meet 100% of the experience and qualifications listed. If you think this might be a good fit, please apply.

Applicants must have a valid driver's license verified by a Motor Vehicle Record Report, a willingness to travel up to 750 miles a month, a properly inspected, registered, and insured motor vehicle for business use, and must provide their own workspace when working away from VSAC offices. This position requires a background check.

The salary range for this position is \$51,000-\$54,000 with 7 weeks off in the summer months.



Outreach Counselor (GEAR UP)

DEPARTMENT: Career and Education Outreach

SUPERVISOR: Assistant Manager VSGU (VT State GEAR UP)

STATUS: Exempt - Level 9

WORK SCHEDULE: Generally normal business hours: however, work schedule varies to meet business needs. This is a 45 week per year, full-time, in-person position which includes seven weeks off in the summer.

GRANT FUNDED: This is a grant funded position that is contingent on continued grant funds.

LOCATION: The position is hybrid-remote (Must have a home office; VSAC has agreements with partner schools and agencies that require specific responsibilities to be performed onsite within the position's designated coverage area, but some limited functions of the role may be completed from a home office. All home office setups must comply with VSAC's hybrid work arrangement policy.)

POSITION SUMMARY: The Vermont Student Assistance Corporation (VSAC) helps students of all ages prepare and plan for education and training after high school.

VSAC's Outreach programs encourage and help Vermonters from modest income backgrounds or who may be first in their family to go on to education after high school, to pursue education or training beyond high school.

The Outreach Counselor position works with students and their families who are referred from middle and secondary schools within a specific geographical region. The Outreach Counselor provides educational, career, and financial aid information and counseling to aid students in their pursuit of postsecondary education.

This position is part of VSAC's Vermont State GEAR UP (VSGU) Grant. GEAR UP is a grant provided to VSAC through the federal Department of Education which is designed to increase the high school graduation and post-secondary enrollment rates for modest-income, first-generation students.

Our work is often focused on the people in our society who benefit from additional support and information to attain their goals, including members of the BIPOC community as well as other groups.

Driving a motor vehicle is required as a regular part of this position.

Job Functions	% of total working time
• Generate and maintain a caseload of VSGU participants from grades 7-12 in designated schools. • Develop and deliver curriculum for one-on-one, small group, and classroom presentations for students in grades 7-12 and parents related to career and college/technical training awareness, educational programs, decision making, and financial aid. Offer presentations at designated schools and regional career/technical centers as requested. • Collaborate with schools in creating and implementing activities that cultivate a school culture of postsecondary education plus career awareness and readiness. • Visit all assigned schools within designated region regularly during the academic year. • Provide support to, and maintain on-going contact with, former high school students the summer following high school graduation and both into and through their first year of postsecondary education. • Collaborate with designated VSGU schools in the development and implementation of the VSGU-School annual Partnership Agreement.	40%
• Provide students and parents/guardians with information, assistance, and counseling to aid students pursuing further education/training. • Provide students with information about summer program opportunities and provide program support as requested. • Coordinate college and career related field trips and other appropriate experiences. • Participate in school, regional, and statewide VSGU events (e.g., Vermont Career Connect, Kingdom Career Connect, STEM fairs, College and Career Pathways, summer programs) • Coordinate with schools to support annual National VSGU Week efforts. • Offer financial aid workshops virtually or in person at designated schools annually.	25%
• Establish and maintain effective working relationships with schools, colleges, training programs, and other appropriate partners within the designated region. • Develop a strong working knowledge of VSGU's state partners to provide information related to the services state partners can provide VSGU designated schools. • Provide key school staff with on-going updates about VSGU services and collaborate with school staff to provide services and support students. • Establish and maintain accurate knowledge of state and federal financial aid programs, application and awarding processes, policy changes, Vermont postsecondary programs and related admission requirements, and technical training programs. • Keep abreast of best practices and up-to-date information related to higher education, careers, and college access.	25%
• Maintain required student, parent/guardian, event, service, etc. records and monthly log updates. Complete monthly expense report. • Attend all staff meetings, in-service trainings, and related professional development opportunities. • Provide supervisor with on-going assessment of progress. • Showcase events and student stories with photographs, videos, and write ups several times a year.	5%
• Perform other related duties as required.	5%
• Be at work on time when scheduled to work and remain at work throughout the established work schedule.	

Qualifications

Education:

- Master's Degree in counseling or a related field, **or**
- in process of completing a Master's Degree in counseling or related field, **or**
- a combination of 6-7 years of relevant experience (a combination of experience and education in the following: experience working with youth in both general and educational settings, an awareness of the socioeconomic and academic needs of first-generation, modest-income students and families, a general understanding of adolescent development, career development, post-secondary options, financial aid, and familiarity with public school systems.)

Experience/Skills and/or years of specific experience:

- Three years of experience in counseling and/or education
- Excellent organizational skills
- Excellent communication skills
- An understanding of the socioeconomic and academic needs of the clients
- Strong skills and experience in organizing schedules and completing "paperwork"
- Ability to work independently
- Ability to work with groups and develop presentations
- Ability to use data to assess and adapt services in order to meet grant objectives
- Advanced skills in operating computers, standard office equipment, and standard office software (Microsoft Office preferred)

Additional Requirements:

- Must have a valid driver's license, along with satisfactory DMV motor vehicle check
- Required to provide one's own legally inspected, registered, and insured motor vehicle(s)
- Must have a satisfactory background check
- When working away from VSAC offices, required to provide own workspace and furnishings

You do not need to meet 100% of the experience and qualifications listed. If you are inspired by VSAC's mission and excited about this opportunity, please apply!

Physical Requirements

Identify physical demands typically encountered and reasonably anticipated in this position. Mark each item with the rating that best matches the expectations of the position based on the following scale:

NA: *Not applicable, usually not required/expected of position.*

NE: *Requirement is present but may not be essential to the position.*

O: *Occasional (up to 33% of the time) and essential to the position.*

F: *Frequently required (over 33% of the time) and essential to the position.*

Note: Ratings must be consistent with essential functions identified in previous section.

Physical Requirement	NA	NE	O	F	Physical Requirement	NA	NE	O	F
Sitting		X			Pushing/pulling		X		
Walking			X		Seeing objects at a distance			X	
Standing		X			Seeing objects peripherally			X	
Bending or twisting		X			Seeing close work (e.g., typed print)			X	
Squatting or kneeling	X				Distinguishing colors		X		
Reaching above shoulder level	X				Hearing conversations or sounds				X
Climbing		X			Hearing via telephone or headset			X	
Driving car or light duty truck				X	Communicating through speech				X
Repetitive motion of hands/fingers				X	Communicating through writing				X
Grasping with hand/gripping		X			Reading				X
Lifting/carrying 10-25 pounds			X		Overnight travel			X	
Lifting/carrying 26-50 pounds		X			Exposure to aggressive/angry people		X		
Lifting/carrying more than 50 pounds	X								
Other: (please list and describe):									