



Zip Code Wilmington is accepting applications for a **Student Counselor** to join our team.

#### About Zip Code Wilmington:

[Zip Code Wilmington](#) is the first non-profit coding training program in Delaware, founded to build a diverse and job-ready tech talent pipeline for the area with a mission of supporting the economic development of the region. We produce entry-level software developers and data engineers through an immersive 12-week curriculum with 3 cohorts per year which are designed in partnership with our 20+ corporate partners. Since 2015, we have trained over 500 software developers and transformed the lives of our graduates.

#### About the Role of **Student Counselor**:

The Student Counselor plays a pivotal role in helping to foster communications between students and Zip Code Staff and ensuring the overall well-being of the students as they take part in the strenuous journey through our program. This requires warmth, approachability, accessibility, transparency, composure, adaptability, and tact. Moreover, the Student Counselor should at all times make others feel understood and comfortable. This requires a Student Counselor who is reliable and consistent in their communications and work ethic, and who can pivot as students bring concerns to their attention. The Student Counselor will perform this role in person, part-time, Monday through Thursday (8am – 1pm or 12pm – 5pm).

The Student Counselor is a key member of a dynamic, highly skilled team that leverages technology platforms and best in class talent to deliver nationally acclaimed, award-winning immersive training under stressful, short timelines. The Student Counselor must also understand that they are assisting students in a stressful, life-changing process and should have the emotional intelligence to gracefully handle the difficulties that come with that process.

A successful Student Counselor is energetic, and empathetic, enjoys being around people, takes pride in their work, is willing to speak up and offer critical feedback and insight, demonstrates attention to detail, and acts with integrity and a sense of urgency for tasks big and small. A Student Counselor is a great written and verbal communicator with a sense of humor, humility, and a natural talent for making meaningful connections and bringing out the best in people.

#### Education and Experience:

- 1+ year of work experience in a professional setting (Required)

#### Position Requirements:

- US Citizens and lawful permanent resident aliens
- In person (This position will not be considered for remote work)
- Demonstrable proficiency with networking and public speaking
- Technology requirements:
  - Proficient with Microsoft Office, Word, Excel, and PowerPoint
  - Proficient with Google Suite including Gmail, Google Calendars, Google Docs, Google Sheets, and Google Pages
- Physical Requirements:
  - Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation. Duties do not require arduous exertion but may at times involve lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 25 pounds.

#### Position Preferences:

- Technically proficient with Slack, Zoom, and Discord
- Demonstrated ability to quickly adapt to new technologies
- Interest in software development or data engineering



- Experience with work force development and assisting job seekers in obtaining employment
- Event planning background / experience

Professional Credentials/Certifications:

- None required

Job Type:

Part-Time (Monday through Thursday, maximum 5 Hrs/Day 4 Days/Week), Morning Hours (8am – 1pm) or Afternoon Hours (12pm – 5pm), Non-exempt; In Person Only (This position will not be considered for remote work)

Reports to:

Office Manager; Executive Director

Location:

Wilmington, Delaware

Travel:

Limited travel (10%) anticipated, if any, and only within a 5- to 10-mile radius of the main location in downtown Wilmington.

Additional Details:

- Employment is subject to background investigation and demonstration of eligibility to work in the US.
- We welcome diversity and highly encourage applications from people of color and people with convictions. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law. Learn more at [zipcodewilmington.com](http://zipcodewilmington.com).

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

***Zip Code Wilmington, Inc., an educational institution with its principal place of business in Wilmington, Delaware, does not discriminate in human relations practices, student admissions, vendor selection or in any other manner of operation on the basis of race, creed, national origin, gender or sexual orientation or other characteristic protected under federal, state law or local law.***