



**Managing Director of College Guidance & Alumni Support**  
Harlem Village Academies  
New York, NY  
July 2026

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Founded in 2003, Harlem Village Academies (HVA) was established to provide a rigorous, progressive education to students in Harlem and neighboring communities. HVA prepares students to become intellectually curious, strong in character, independent in thought, and prepared to graduate from college and contribute meaningfully to society.

Today, HVA serves approximately 600 students from Montessori PreK through the International Baccalaureate (IB) Diploma Programme, including roughly 220 students at Harlem Village Academies High School (HVAH). Harlem Village Academies is an unscreened, tuition-free public charter network, with students admitted by open lottery in grades PreK–6, and again Grade 9. Most students who attend Harlem Village Academies High matriculate from HVA middle schools and live in Harlem or the South Bronx, with some commuting from other New York City boroughs.

Harlem Village Academies High School is the only public charter high school in New York State where 100% of students are Full-IB Diploma candidates. Completion of all elements of the IB Diploma is a graduation requirement, reflecting HVA's "Full-IB for All" model and its commitment to equity and access. All students complete the full IB diploma sequence with comprehensive academic and programmatic supports designed to ensure success.



Instruction at HVAH emphasizes inquiry, discussion, and authentic application of knowledge. Students regularly lead discussions, engage in Socratic seminars, and practice public speaking as a part of a philosophy that embraces deeper learning. Assessments are designed to mirror real-world challenges, requiring students to think critically, write analytically, and apply learning across disciplines.



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## MISSION

Harlem Village Academies (HVA) prepares students to become intellectually sophisticated, wholesome in character, avid readers, fiercely independent thinkers, and compassionate individuals who graduate from college and make a meaningful contribution to society.

## COLLEGE COUNSELING

Harlem Village Academies High maintains a 100% college matriculation rate each year. In the Class of 2024, every graduate not only enrolled in a post-secondary program but remained enrolled through the end of their first year and returned to college for their sophomore year. The Class of 2025 continued this record, with 100% of graduates matriculating to four-year colleges.



HVA fosters a strong college-going culture supported by regular visits from colleges and universities, as well as structured opportunities for students to engage with admissions officers through on-campus meetings, seminars, and campus visits. Of HVAH graduates, 75% enroll in selective colleges, and 76% are first-generation college students. One of the notable aspects of the program is the Transformative Summer – where every 9<sup>th</sup> grader is sent to (and supported financially) to a college program that gives them a window into the college years and a sense for what it will take to prepare for success during that time.

The HVA College Team provides a variety of activities and programs to each grade level that include the following:

- College Visits
- College Fairs
- Mock Admissions Fair
- College Representative Visits
- A Senior College Prep course
- One-on-One Counseling

Harlem Village Academies ensure that their students are fully supported as they transition to college. Once on campus they continue to support college students through mentoring as well as guidance related to accessing campus resources, managing finances, overcoming academic challenges and more.

Support continues while HVA students are in college through:

- Quarterly Check-ins
- Student Visits
- Events at HVAH
- College Partnerships



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## **POSITION DESCRIPTION**

The Managing Director of College Guidance & Alumni Support plays a critical role in achieving the school's ambitious vision by managing their team against key program outcomes for grades 9-12 and through four years of college. This is a 12-mos role with the expectation that outside the academic calendar the Director will visit college and university campuses and participate in other activities both to promote HVA and to remain active in the larger college community.

### **Responsibilities:**

- Design the overarching systems and structures in which team members can effectively coach all students to achieve access to the highest-quality colleges, with the goal of 100% acceptance to high-quality colleges, every year
  - College Partnerships portfolio and student engagement, including ACT preparation partnerships
  - College application strategies, inclusive of financial aid access
  - Faculty recommendation letters
  - College application quality
  - College admissions partnerships
  - Alumni support and engagement
  - Student, staff, and families' buy-in into the HVA vision for college access
- Lead and develop team members to become paragons of effective student coaching, within their subject matter expertise
- Review and strengthen college application strategies and quality on a student-by-student basis, through the lens of continuous professional development for team members
- Manage the budget of the College Guidance & Alumni Support team
- Liaise on behalf of HVA with college admissions deans, college academic deans, and community-based organization (CBO) leaders
- Advise the Principal on continuous improvement of College Guidance & Alumni Support program design

This leader will report directly to the Principal of HVA High School. A typical day will begin at 9:00 a.m. and end at 5:00 p.m., with some Saturdays and evenings expected based on the needs of the college application cycle and the broader school community.

When school is in session, this role is expected to be on-site at the High School, located at 35 West 124th Street, New York, NY 10027. When school is not in session and at the Principal's discretion, there may be some opportunity to work remotely.



The team at HVA is passionately committed to the vision and [values](#) of Harlem Village Academies. The ideal candidate will have a positive mindset, a very strong work ethic, an inner drive for excellence and will thrive working in an entrepreneurial and results-driven environment.

Published salary range for this position is 125K-175K and is commensurate with experience and qualifications. Final salary may be adjusted based on experience and qualifications. HVA is committed to providing its team with a range of benefit offerings at a competitive value.

*Harlem Village Academies is an Equal Opportunity Employer and committed to diversity among staff. Applicants of diverse backgrounds are strongly encouraged to apply.*

#### To Apply

Interested and qualified candidates will ultimately submit the following materials, as *separate PDF documents*:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- A Personal Statement describing your approach and work in college advising, and;
- A list of five professional references with the name, relationship, phone number, and email address of each person (*references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established*).

To: Ben Bolte ([bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com))  
and Quentin Doggett ([quentin.doggett@carneysandoe.com](mailto:quentin.doggett@carneysandoe.com)).

Please do not contact the school directly.



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## College Matriculations

Below are some of the schools where HVA students have matriculated over the last three years (2023–25). Bold indicates more than one matriculation.

### **American University (DC)**

### **Babson College (MA)**

Barnard College (NY)

Bentley University (MA)

### **Boston College (MA)**

### **Bowdoin College (ME)**

Bucknell University (PA)

Carnegie Mellon University (PA)

### **Columbia University (NY)**

### **College of the Holy Cross (MA)**

### **Cornell University (NY)**

### **Dartmouth College (NH)**

Davidson College (NC)

### **Emory University (GA)**

Franklin & Marshall College (PA)

Georgetown University (DC)

Gettysburg College (PA)

Goucher College (MD)

Hampton University (VA)

Hampshire College (MA)

Haverford College (PA)

Hobart & William Smith College (NY)

Howard University (DC)

Ithaca College (NY)

Lafayette College (PA)

### **Marist College (NY)**

Middlebury College (VT)

### **Morgan State University (MD)**

Muhlenberg College (PA)

### **New York University (NY)**

Norfolk State University (VA)

Northeastern University (MA)

### **Northwestern University (IL)**

Rice University (TX)

Rutgers University (NJ)

Siena College (NY)

### **Skidmore College (NY)**

Stanford University (CA)

### **Syracuse University (NY)**

### **Trinity College (CT)**

Tulane University (LA)

### **Tufts University (MA)**

### **Union College (NY)**

University of Chicago (IL)

University of Michigan (MI)

University of Pennsylvania (PA)

University of Richmond (VA)

### **University of Rochester (NY)**

University of Southern California (CA)

University of Virginia (VA)

Washington University in St. Louis (MO)

Wesleyan University (CT)

Yale University (CT)



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