

Position Title: **College Counselor**

Last Updated: March 2019

Reports To: High School Principal

Status: Exempt / Permanent, Full-time 11 month position

Schedule: Monday through Friday as directed

Benefits: Full benefit eligibility

Summary Description: The college counselor assists students in grades 9 through 12 in the transition of moving from high school into post-secondary education. This position will be actively involved with the students and their parents in making college and career choices. This position will advise students on high school programs and academic curriculum preparing them for college applications and admission. This position will be the liaison with college admissions offices and the students.

Essential Functions:

- Counsel, mentor, and support a caseload of 45-50 students and their families (per grade) throughout the college process, including steps such as the composition of a working list of colleges, supervising the writing and editing of college essays, and the writing of individualized recommendation letters for each counselee.
- Educate students, families, and faculty about the college process; trends in admissions, both nationally and internationally; the importance of fit in the college search.
- Maintain up-to-date knowledge of current trends in the field of college admissions.
- Create and maintain professional relationships with college admission officers, visiting universities to expand our school's relationships with colleges.
- Offer academic counseling on course options and selection with regards to post-secondary goals and taking into consideration the students' abilities, background and interest
- Help lead dynamic parent and student education programs, along with other members of the College Counseling Office.
- Consistently use technology related to college counseling (Naviance, College Board website, website updates, email).
- Provide information to parents and students that relate to testing dates, college visitation dates, deadlines for filing applications, presentations and workshops, etc. that provide information for college placement
- Coordinate and arrange conferences for students with college admission officers who visit the School
- Assist students with scholarship and financial aid information; serve as a resource for parents and students in understanding their financial aid packages received with acceptances
- Oversee the calculation of senior point averages and class rankings, and processing of transcripts
- Prepare and supervise the processing of evaluations, recommendations, and other forms as required in connection with college applications; advise faculty in their writing of college recommendations
- Counsel advisors and coaches on how to assist students through the college selection and recruitment process
- Ensure appropriate credentials are sent to applicable colleges for each member of the senior class
- Contact and conduct conference calls with colleges for the purpose of advocating for student applicants
- Liaise with High School Principal to forward the work of the college counseling program as appropriate
- Attend monthly high school staff meetings and all school staff meetings
- Participate in school related activities and events

#### Other Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the High School Principal or Head of School

#### Qualifications:

- Bachelor's degree required
- Possess a broad knowledge of colleges and universities across the U.S. and internationally
- Multiple years of relevant experience working in selective college admissions desirable
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Must be detail-oriented, creative, flexible and motivated by challenges
- Must work effectively with colleagues, faculty and students by practicing respect for deadlines, collaborative problem solving and honest communication
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands
- Demonstrated writing, interpersonal and communication skills to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Solid working knowledge of Word, Excel, Microsoft Office Suite, PowerPoint, Internet Search; knowledge of RenWeb software a plus
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment
- Possess a valid state driver's license

#### Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking, crouching, squatting
- Use of hands and fingers to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands and fingers
- Must be capable of occasionally carrying and moving small objects

#### Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

## Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.