



For Faith, Scholarship and Community

Job Title: Applications Navigator
Job Start Date: August 1, 2024
Application Closing Date: until filled
FLSA status: Hourly

POSITION SUMMARY:

To provide college and scholarship applications processing for students; offer support to students and their parents/guardians with the college search, applications, ACT/SAT tests, NCAA Eligibility Center, scholarships, and financial processes, in accordance with prescribed procedures and practices to make for an efficient operation in achieving MUHS' goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Accept and process Transcript Request forms and fees for all college, NCAA Eligibility Center/NAIA and scholarship applications on an ongoing basis.
2. Research scholarship opportunities and create weekly scholarship listings for the Student Bulletin. Match student needs and notify students of specific scholarship opportunities. Assist students/parents with scholarship questions.
3. Work with faculty to set deadlines for turning in their junior advisor and teacher admission and scholarship recommendation letters; assist faculty with Scoir procedures and questions.
4. Review and maintain electronically all recommendation letters for each senior.
5. Maintain and update core courses for NCAA Eligibility Center; upload transcripts as needed for students registered with the NCAA.
6. Provide Scoir support for students and parents.
7. Assist underclassmen with transcripts for college summer opportunities and work/intern applications.
8. Track students who have not submitted any college applications or applied to one or two colleges only. Inform College Counseling Team of this status.
9. Submit all midyear reports and transcripts to colleges as required or requested.
10. Send letter/forms in April to senior students to collect College and Scholarship data.
11. Update Scoir database entering college decision(s) regarding student application status and all scholarship awards on an ongoing basis.
12. Provide post-secondary plan information and preliminary scholarship totals for the graduation program by early May to the Vice President of Communications and Marketing and the Principal.
13. Compile data and evaluate college reports as the basis for annual Matriculation Report and MUHS School Profile.
14. Prepare and submit final MUHS transcripts to graduates' identified post-secondary institutions by mid-June.
15. Communicate with the Business Office throughout the summer to release final transcripts as financial holds are satisfied.
16. Continue to assist with scholarships with summer deadlines as necessary.
17. Compile college and scholarship statistics for Registrar.

Job Requirements:

- This position requires the ability to deal effectively with students, parents/guardians, faculty, and staff.
- Good organization skills, attention to detail, and ability to prioritize workloads to meet deadlines.
- Must demonstrate willingness to learn and accept responsibility, take initiative, and be flexible.
- Excellent oral and written communication skills, strong interpersonal skills.
- Exhibits a high level of confidentiality.
- Use sound judgment and work harmoniously with others.
- Proficient and accurate typing skills, ability to operate office equipment.
- Excellent grammar and spelling.
- Four-year college degree is preferred.
- Familiarity with Microsoft Word, Excel, Google Docs, Scoir, and student information software such as Skyward, plus other computer knowledge as applied to the position.

SUPERVISION RECEIVED:

This position is supervised by the Co-Directors of College Counseling.

TERMS OF EMPLOYMENT:

This is a 10-month position. This position may require evening and/or weekend work to accommodate deadlines and meeting schedules. It involves the use of computers and office equipment.

WORKING ENVIRONMENT:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply:

If you are interested, please send a cover letter, resume and contact information for three references to Sara Christensen, HR Manager, at christensen@muhs.edu