Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**College and Career Specialist**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Program Specialist**	Pay Range:	**PS17H**
Prepared/Revised Date:	**August 1, 2025**	Job Code:	**40203**

SUMMARY: Responsible for planning, developing, promoting and/or implementing college and career activities including financial aid, scholarships, apprenticeships, military, and concurrent enrollment programs. Provide staff, students and parents with resources and support to enhance awareness of post-graduation pathways and access to options after high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Support the coordination of college and career events, which may include planning information nights, guest speakers, career and college tours, coordinating catering, preparing agendas and resources, creating presentations, advertising the event, etc.
2. Assist students, teachers and parents with career/college resources. Guide students through the career/college search, scholarship information and applications, and the college application process.
3. Act as a liaison for students, parents and staff with college representatives and military recruiters.
4. Collaborate with counselors, teachers, and other college and career staff to provide student, parent, and staff support for the Individual career and Academic Plan (ICAP) process and portfolio.
5. Maintain calendar, website and social media with details regarding college and career resources and programming.
6. Support peer tutoring and other student groups that provide mentorship opportunities.
7. Communicate with students and parents via email, newsletter and necessary updates.
8. Maintain scholarship donor accounts to provide information, advertise individual scholarships, and coordinate donors, students and counselors. Maintain and promote the local scholarship packet. Ensure students complete the necessary paperwork for scholarship submission.
9. Coordinate FAFSA events and monitor completion data.
10. Support the development and promotion of work-based learning opportunities by posting job shadow internship, and apprenticeship opportunities to staff, students, and parents. Support students in completing job applications and resumes.
11. Assist students and families with financial aid and scholarships.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in a related field
- At least one year of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills including editing, proofreading, punctuation and spelling skills
- English language skills
- Interpersonal relations skills
- Basic math skills
- Strong organizational skills
- Customer service and public relations skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, time management skills, attention to detail
- Knowledge of career and post-secondary educational opportunities
- Knowledge of internet on-line application processes
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge and experience with personal computers and peripherals
- Operating knowledge of and troubleshooting skills related to computer hardware, software, network, databases and internet experience with personal computers and peripherals
- Operating knowledge of and experience with word processing software and databases
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Career & Innovation	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students during events

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	X
Use hands to finger, handle or feed				
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	