

# SAINT JOSEPH NOTRE DAME HIGH SCHOOL

JOB TITLE: College Admissions Counselor

DATE: February 1, 2012

DEPARTMENT: Counseling/Guidance

FLSA STATUS: Exempt

REPORTS TO: Director of Counseling

## PURPOSE OF JOB:

The College Admissions Counselor is a full-time (10-month) position that reports to the Director of Counseling. The College Admissions Counselor is responsible for providing all students and parents the resources and support necessary to promote high quality college admissions for students.

## Major Duties and Responsibilities:

1. Coordinate the college admissions process for students and parents
2. Provide information about and assistance applying for scholarships and financial aid
3. Arrange college information nights for students and parents
4. Arrange college preparation workshops for students
5. Oversee on-campus college representative visits
6. Draft College Planning Handbook
7. Oversee Naviance web-based program
8. Prepare juniors for the PSAT and SAT/ACT tests
9. Set up off-campus student trips to visit colleges and universities
10. Attend regional and national conferences and workshops related to college admissions
11. Maintain college campus visits and relationships with college admissions offices
12. Serve as the SJND representative for the City-Wide College Night
13. Report to the Assistant Principal of Academics on college admission status of students
14. Other responsibilities as needed or assigned by school administration

## Required Knowledge and Abilities:

1. Bachelor's degree and Master's degree in an academic discipline required
2. Previous experience with college counseling and/or the college admissions process (preferred)
3. Knowledge of high school curriculum standards and college-admission requirements
4. Excellent written and oral communication, public speaking and group facilitation skills
5. Exceptional problem-solving, analytic and administrative skills
6. Ability to use technology and data-based computer applications to process student data and produce professional-grade documents
7. Ability and willingness to work occasional evening and weekend events
8. Ability and willingness to travel for short periods of time
9. Professional development and continuing education
10. Ability to lift 30 pounds unassisted