

Job Code 16G
Range L
May 2017

COLLEGE ADVISER

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree or higher
- Knowledge with the "Advancement Via Individual Determination" (AVID) achievement program
- Experience working with underrepresented students

B. DESIRED

- Experience working with institutes of higher education in regards to admissions and financial aid applications
- Prior guidance counseling experience

SUMMARY

Works full-time alongside school staff to mentor, encourage, and assist students on a one-on-one basis as they search for colleges, complete admissions and financial aid applications, and transition from high school to higher education.

Reports to: Principal

ESSENTIAL FUNCTIONS

- Provides one-on-one admissions and financial aid advice to any student or family seeking assistance
- Encourages all students grades 9-12 to consider a broad range of appropriate college choices
- Develops a comprehensive college timeline, including college application deadlines and financial aid for students
- Helps students complete and submit college applications including FAFSA
- Assists in interpreting correspondence from colleges, including college acceptance letters and financial award letters
- Organizes group events that encourage students and their families to consider, plan for and apply to colleges and universities:
 - Student workshops during or after school
 - Parent workshops and presentations after school
 - Visit classrooms, assemblies, and club meetings to advise and emphasize the importance of going to college
- Searches for scholarship opportunities and updates the Scholarship Bulletin at least once a month

- Conducts classroom presentations as needed:
 - Major and Career Exploration
 - College Match and Fit
 - How to pay for college (Financial aid options)
 - Sweet 16 requirements
 - In-State Admission Requirements
- Organizes and schedules college representative visits and campus tours
- Assists in the assessment and long-term sustainability of the program which includes submitting monthly progress reports to the program supervisor
- Maintains expertise in admissions and financial-aid advising by participating in opportunities for professional development

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see and hear at a normal range, with or without reasonable accommodations
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills to documents and data
- Ability to meet deadlines
- Ability to sustain extended work hours and problem situations
- Ability to work alone and as part of a team
- Ability to multi-task in an office setting
- Ability to interpret policies and communicate them to others
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform functions requiring manual dexterity