**JOB DESCRIPTION**

**College Counselor**

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<th>Job Title:</th>
<th>College Counselor</th>
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<td>Department:</td>
<td>College Counseling</td>
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<td>Reports to:</td>
<td>Director of College Counseling</td>
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<td>Location:</td>
<td>CATS Academy Boston</td>
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**Main Responsibilities**

- Analyze and interpret Scattergrams for students and families.
- Arrange college visits and trips to local college fairs.
- Assist with other related duties as assigned by Director of College Counseling.
- Build and maintain relationships with admission professionals.
- Check and distribute documents and correspondence.
- Compile records of office activities and maintain a database system; update and maintain databases such as mailing lists and contact lists.
- Coordinate college event planning and implementation.
- Coordinate information both internally and externally with broad constituents.
- Educate families about college admissions and financial aid or scholarship possibilities.
- Educate students on appropriate interviewing techniques, self-assessment tools, and application essay writing techniques.
- Follow up as appropriate via email, telephone, and/or Skype.
- Generate a schoolwide college preparation/awareness plan.
- Guide students and others in understanding and utilizing Naviance, the college admission data management system. Provide guidance and resources and teach tools to navigate the college search and application process.
- Guide students and their parents/guardians through the college admissions and application process.
- Handle incoming inquiries and requests and prepare written responses to routine inquiries.
- Invite college admissions officers to visit the school and meet with students.
- Keep office area neat, tidy, and professional at all times.
- Know standard office administrative and clerical practices and procedures.
- Maintain a strong working knowledge of colleges and universities, which includes making regular visits to colleges. Stay current on high education changes.
- Meet individually with student(s) and parents/to explore and identify appropriate college options. Communicate regularly with counselees.
- Monitor individual student progress throughout the college application process.
- Participate in events throughout the year sponsored by the College Counseling Office, such as evening college fairs, workshops, college trips, and the Spring College Visit trip.
- Prepare and edit documents; check and enter data; prepare and send mailings and packages.
- Prepare supplementary materials to be sent to colleges. Oversee that school credentials (transcripts and letters of recommendation) get sent to colleges.
- Provide support to the Director of College Counseling to ensure best practices and efficient operation of the College Counseling department.
- Pursue appropriate professional development, including attendance at annual conference(s) in the counseling and admission professional organizations.
- Review files and records to answer general requests for information.
Serve as a general resource for students, parents, and teaching faculty regarding admission criteria and college data.

Share financial aid and scholarship information on a timely basis with students and families.

Understand the college admission process at a variety of institution types and selectivity levels.

Work effectively one-on-one with students and be able to address small or large gatherings of people to discuss the college admission and research process.

Work primarily with Seniors during the fall and Juniors during the spring, but also with underclassmen when appropriate.

Work with faculty to integrate college-related skills (i.e., essay writing, interviewing, etc.) into regular curricula.

Work with the Test Prep Coordinator to provide information about testing options and preparatory classes.

Write school recommendations for members of the senior class (detailed letters of support).

**Education**

- Bachelor’s degree (Master’s preferred) from an accredited college/university.

**Experience**

- Background in admissions or college counseling preferred.
- Ease and experience with Windows-based computers, internet and emails, and proficient typing abilities.
- Knowledge of relevant applications including MS Office; Naviance is a plus.

**Skills**

- A strong work ethic.
- Ability to work independently and collaborate with a team.
- Adaptability, initiative, and flexibility.
- Attention to detail and accuracy.
- Customer service orientation and interpersonal skills.
- Enthusiasm for working with internal and external constituents.
- Excellent time management skills and ability to prioritize work.
- Good communication skills (verbal and written); excellent grammar and punctuation.
- Integrity; good judgment and decision-making abilities, problem-solving skills, and organizational and planning skills.
- Reliability and confidentiality.
- Skilled at information gathering and data management (student and college records).

**Behaviors**

- Acts on her/his own initiative within defined and acceptable parameters.
- Acts rationally and maturely without undue bias or reliance on emotional responses.
- Assumes responsibility and ownership for work issues and problems of a primary operational nature.
- Imparts a positive impact with student and staff.
- Proactively plans for situations and circumstances.
- Projects appropriate professional image.
- Punctual.
- Speaks clearly, sensitively, and persuasively when interacting with stakeholders.
- Supports the aims, objectives, goals, ethos, and mission of the school.