



CATS Academy Boston  
2001 Washington Street  
Braintree, MA 02184  
Phone (857) 400 9700  
Fax (857) 400 9704  
Email admissions@catsacademy.com  
www.catsacademy.com  
Head of School: Steven Bliss

**JOB DESCRIPTION**  
**College Counselor**

Job Title:	College Counselor
Department:	College Counseling
Reports to:	Director of College Counseling
Location:	CATS Academy Boston

**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.



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- 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.