



Job description for College Advisor at Jesuit High School

v. 7.7.21

Duties & Responsibilities:

- Serve as primary college advisor for one-third of the JHS junior and senior classes (approximately 100-110 students per college advisor, per class).
- Prepare, organize, and submit materials for students' college applications, including individualized letters of recommendation.
- Meet with students and parents/guardians in group events and individually-scheduled appointments.
- Provide individual guidance re college lists, standardized testing, financial aid, and college essays.
- Plan and lead presentations for families, as well as school-day workshops and presentations for students.
- Develop college-advising curriculum, programming, and systems to advance school's goals.
- Actively engage in professional development with organizations such as NACAC and PNACAC.
- Assist with on-campus visits by college admissions representatives, college fairs, campus visits, etc.
- Collaborate with counselors during forecasting re student course selection, with college goals in mind.
- Provide guidance and training to teachers on preparing and submitting letters of recommendation.
- Coordinate nominations of Jesuit students for various college scholarships, awards and recognitions.
- Actively participate in school functions.
- Support the Jesuit High School mission through involvement in co-curricular activities.
- Other duties as assigned.

Qualifications:

- Bachelor's degree.
- Experience in college advising in secondary schools and/or college admissions.
- Deep knowledge of college admissions process, academic programs, and financial aid policies/procedures.
- Attention to detail, ability to manage multiple tasks and to work autonomously or as a team member.
- Strong listening and technology skills, written/verbal communication, organization, time management.
- Knowledge of online admission application and financial aid application platforms, as well as standardized testing programs including ACT, SAT, PSAT, and AP.
- Ability to lead and inspire students, in large and small groups and one-on-one.
- Demonstrated ability to relate to individuals with compassion, and to respond effectively to the needs of a diverse student and parent population.
- Ability to conduct business in a highly confidential and professional manner.
- Commitment to the goals, objectives, and mission of a Jesuit, Catholic, college-preparatory high school

Preferred:

- Master's degree.
- Experience working with Catholic secondary schools.
- Working knowledge of college-advising software programs such as Naviance.
- Expertise in data gathering, analysis and reporting.
- Spanish language skills.
- Experience with "First Generation College-going" students