



Fremont Union High School District

Position: College and Career Advisor

Department/Site:	School Site	Range:	110/111
Reports to/ Evaluated by:	Assistant Principal	Work Year:	208
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, initiates, coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and college information center. Interacts with students, parents, and staff, providing them with resources, including library books, catalogs, community contacts and computer-aided resources. Schedules speakers, visits, and events promoting college admissions and career planning and development as well as other post secondary options. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Organizes, maintains and continually updates a career planning and college information center with resources including information on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest and resources to staff, students, and parents.
- Schedules speakers, college representatives and recruiters. Maintains a master calendar of scheduled events, speakers and career fairs.
- Provides information concerning specialized scholarships and assistance in completing application forms. Develops and maintains current lists and bulletins concerning school and other financial aides available.
- Prepares college and career flyers and newsletters to distribute to students, teachers and parents. Prepares and speaks at informational presentations to classrooms, student groups, and parent organizations.
- Communicates with college personnel to establish a productive relationship and to exchange information and resolve issues or concerns involving any aspect of the college admission process.
- Communicates in groups and individual student/parent meetings on academic compliance issues, college admissions, and post secondary planning . .
- Performs a variety of computer duties including word processing, graphic design, database management, and web development maintenance.
- Composes and types a variety of documents including bulletins, reports, forms and lists. Prepares and types letters, memos and correspondence from written notes or oral instructions.
- May receive, collect, and count funds, forwarding them to a financial technician.
- Attends meetings, conferences and seminars regarding career trends, college entrance and financial aid and standardized college admission testing.
- Provides a supportive environment for students and parents, and works to reduce unnecessary anxiety too often associated with the college admission process.

- Addresses special needs of underrepresented students (minorities, students with disabilities, economically disadvantage students, or other populations) by keeping up-to-date on programs and resources designed specifically for these students and insuring that the students are aware of them.
- Provides information concerning college entrance examinations, assist students with applications and scheduling, and distributes test results
- Disseminates information about jobs and mentoring programs. Initiates relationships between students and community merchants. Promotes teen hiring and mentoring programs.
- Trains and provides work direction to volunteers and student assistants.
- Works collaboratively with Guidance Assistant Principal and Guidance Counselors to provide service to students and parents.
- In collaboration with the College and Career Advisors from all sites, organizes and runs a District-wide College Information Night.
- May coordinate letter of recommendation process for college admission cycle
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Working knowledge of occupational resources, trends, and opportunities, college programs, entrance requirements, and application procedures.
- Requires a working knowledge of District registration policies and procedures, graduation and higher education course requirements.
- Requires knowledge of and skill at using personal computer-aided applications for office productivity, research, and preparation of communications materials.
- Requires considerable knowledge of college admissions and career development resources, local and national scholarships and community employers.
- Requires considerable knowledge of college admissions and career planning.
- Requires well-developed knowledge of and skill at using English grammar.
- Requires well-developed human relations skills to make in-service presentations to student and parent audiences and to facilitate discussions with students and parents.
- Requires the ability to provide college and career-related information and assistance to students and the school community.
- Requires the ability to research, identify, and obtain college career information such as education and training requirements, industries and locales where employment occurs, wage rates, and professional associations.
- Requires the ability to develop promotional materials and write in a professional manner.
- Requires the ability to respond to a diverse set of cultures, ethnic groups socio-economic groups, and their interests.
- Must be able to operate a variety of office equipment, such as microcomputers, printers, copiers, and calculators.

Physical Abilities:

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to use computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.

- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires an Associate's Degree or equivalent, supplemented by training in guidance or counseling, and research. Requires a minimum of 2 years general office clerical/secretarial and specific experience working with scholarship programs, community and college resources, preferably in a high school setting. Additional college education may substitute for some experience.

Licenses & Certificates

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a high school office with continuing disruptions and distractions.