

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE & CAREER CENTER ADVISOR

DEFINITION

This is a ten and a half (10.5) month, eight (8) hour per day position at Salary range 26.

SUMMARY

Under the direction of the Principal, perform varied and technical duties related to the operation and maintenance of a high school college and career center; provide assistance and guidance to high school students in college and career planning and work experience activities; evaluate, order, and maintain various books, pamphlets, college catalogs, and other information resources related to college and career planning; train students, teachers, and parents in a school-purchased College & Career program (e.g. Naviance) and oversee its maintenance and utilization by students.

EXAMPLES OF DUTIES

Perform technical duties related to the operation and maintenance of the College and Career Center; provide college and career planning opportunities and information to high school students; review, evaluate and select college and career planning materials and maintain current knowledge of employment and admission trends and opportunities; provide informational assistance to scheduled classes and walk-in visitors to the Center; assist students in the preparation of college applications and explain the difficulties and differences in the college systems; orient students to Center resources and computerized college and career planning/interest survey programs; communicate with area business leaders, military recruiters, college and university representatives, prospective employers of students, parents and others; develop and design college and career and job flyers, posters, bulletins, newsletters and other materials to publicize and promote college and career planning activities; research and provide scholarship information to seniors; administer college and career inventories and assessments; attend conferences, workshops and seminars for college and career information; prepare bulletin boards and maintain a clean and orderly environment in the Center; coordinate college visits and the night, field trips and fund-raising activities related to college and career planning; supervise student assistants as assigned; coordinate retrieval of senior data and prepare an end-of-year matriculation report; update and maintain a Center website; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: college and career resources and informational materials; regional and national college and career admission and employment trends; applicable federal and state laws, rules and regulations; operation of audio-visual equipment and computer terminals; oral and written communication skills; interpersonal skills including tact, courtesy and diplomacy; design and development of promotional materials for college and career planning activities; clerical and record-keeping techniques; google docs, sheets, slides, forms, and sites.

Ability to: Plan and provide college and career guidance activities and resources in the college and career Center; research, evaluate and select college and career planning information; communicate effectively with students, faculty, administrators, employers, military recruiters and college representatives; perform

varied and responsible clerical duties in support of the Center; maintain a variety of records and prepare correspondence independently; plan, organize and coordinate college and career planning events and activities; present information regarding the college and career landscape to students, parents, and school staff.

Education, Experience, Licenses and other Certification: College Counseling certificate and/or 3 or more years in college admissions role required. Preferably knowledge of Naviance, Scoir, or another College and Career software/online program preferred.

WORKING CONDITIONS

High School Campus, College and Career Center Environment.

On the days that there are night activities, work hours will be adjusted in collaboration with site administration and the College and Career Advisor to meet the daily scheduled hours.