Position Title: College and Academic Advisor
Date Modified: 5/12/17
FLSA Classification: Exempt
Reports To: High School Principal

Position

The College and Academic Advisor assists with the daily operations of the guidance program, including programs to assist and educate students and parents about the college application process, developing relationships with colleges and universities and creation and submission of school materials in support of students applying to college and other post-high school programs. The College and Academic Advisor will work under the supervision of the High School Principal.

I. Essential Functions

College Advising:
1. Educate students and parents about colleges, the college admissions process, trends, procedures, and testing; advising and supporting students and families as they prepare for go through the process; and helping students and families aspire realistically and choose wisely.
2. Meet with students, individually and in groups, to talk about process and individual college choices.
3. Meet with college admissions representatives who visit our campus and facilitating meetings between college representatives and our students. The College Advisor also serves as a liaison with college admissions offices throughout the year.
4. Assist with creating and executing educational programs and materials for parents and students pertaining to the college application process, including written materials and letters, workshops or seminars, individual meetings.
5. Assist in the process for the compilation and mailing of college application packets, including school letters of recommendation, faculty letters of recommendation, forms, essays and other required parts.
6. Assist in the development and maintenance of a fall calendar of college representative visits.
7. Assist in the planning, implementation, and publication of college planning materials.
8. Assist in the planning, implementation of college planning workshops
9. Work closely with the English department faculty on gaining assistance in working with students on academic résumés and college essays.
10. Maintain and track college acceptances and scholarship totals.
11. Assist in the supervision of standardized testing programs and administration in the secondary school including standard and non-standard administration as applicable.
12. Assist, plan, and develop co-curricular programs such as Senior Seminar, ACT Test Prep, CLASS Honors, and others
13. Plan and provide leadership for the annual Freshman College Tour.
College and Academic Advisor
Job Description

Student Scheduling / Technology:
1. Work with the Secondary School administrative team and counseling staff on issues and projects, particularly as they relate to the college process.
3. Assist with new student evaluation/enrollment process.
4. Advise students on curricular choices and work with international students to understand US college admissions, especially aspects unique to them.
5. Assist in the processing and training of advisors and other members of the administration in issues related to course offerings and student schedules.
6. Gain a working knowledge of the school administrative software (Renweb experience preferred). Have the understanding to print schedules, transcripts, and GPA information as needed.
7. Work with Naviance Application software to create college lists, generate reports, and import and export data as needed.
8. Other duties as assigned by supervisor.

II. Service
1. Actively promotes and participates in school activities.
2. Serve in areas deemed necessary by the administration.
3. Models servant leadership for the students and parents.
4. Willing to come early and stay late as necessary.
5. Provides input and recommendations for administrative and managerial functions in the school.
6. Attends and participate in scheduled devotional, committee, and faculty, meetings.
7. Contributes to the general improvement of PCA.
8. Maintains an ongoing program of professional growth requirements but also satisfies personal expectation as a professional.
9. Attends and participates in established traditional school-sponsored activities (i.e., back-to-school night, open house, graduation, and other activities customarily attended by classroom teachers and/or faculty members).
10. Participates in curriculum related and programmatic activities that are a part of the school program.

III. Spiritual
1. Acknowledges Christ as personal Savior and seeks to live life as His disciple.
2. Believes the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
3. Believe and actively support the Academy’s Statement of Faith and Lifestyle Statement (both attached).
4. Demonstrates a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
5. Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40)
6. Evidences the fruit of the Spirit in dealing with people
7. Shares the Christian faith with others
8. Has a Christ-centered home*
9. Actively participates in a local Bible-believing church

IV. Relationships
1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Demonstrate a positive attitude toward all situations and relationships.
3. Communicate with parents and students consistently and in accordance with all policies of PCA.
4. Demonstrate active listening engagement and empathy during meetings with parents and students.
5. Demonstrates the ability to meet everyday stress with emotional stability, objectivity, and optimism.
6. Exercise friendliness and consideration, treating students without partiality.
7. Recognize need for, and demonstrates, confidentiality regarding sensitive matters, such as students and teachers.
8. Submit respectfully and is loyal to constituted authority.
9. Maintain a personal appearance that is a role model of cleanliness, modesty and good taste.
10. Use grammatically correct English in all written and oral communication, including electronic communication; speak with clear articulation.
11. Develop and maintains rapport with student, parents, and staff to promote positive, Christ-centered environment.
12. Recognize the need for good public relations; represent the school in a favorable and professional manner to its constituency and the general public.
13. Demonstrates an appreciation and understanding of the uniqueness of the local community.

V. Other Qualifications*
1. Minimum: MS or MA in counseling or similar
2. Preferred: 5 or more years of teaching experience or student services experience.
3. ACSI certification required.
4. Desire to pursue excellence in all things.

VI. Physical Requirements*
1. Regularly stand, talk, hear and interact with students.
2. Be able to occasionally lift up to 30 lbs.
3. Regularly uses close and distance vision.
4. Turn, bends, reach teaching tools.