



Bishop Manogue Catholic High School

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

Job Description

Position:	College Counselor
Status:	Exempt, Full Time, Annual Position
Reports to:	Assistant Principal

Position Overview

The College Counselor serves students and parents by providing education regarding the college admissions process, trends, procedures, and testing; advising and supporting each grade level as they go through various stages of the college admissions process. The College Counselor manages all aspects of The Common Application, including writing all letters of recommendation. S/he is available to students and their families year-round to aid in the college planning and transition process.

Responsibilities include but are not limited to

- Manage all aspects of the college application process and is responsible for the timely submission of all required documentation for each student through various application platforms (e.g., The Common Application, The Coalition for College, SendEDU).
 - Write all letters of recommendation for students applying to college, and is responsible for disseminating information the preceding year before summer regarding dates, deadlines, etc., for rising senior students.
 - Develop information for the School Report and mid-year report forms requested by colleges, including evaluations of students.
 - Prepare other supplementary materials to be sent to colleges. Oversee that school transcripts, letters of recommendations, etc., get sent to colleges in a timely manner.
- Assist students in the completion of applications for competitive national and local scholarship and recognition programs (e.g., National Merit Scholarship Competition, Presidential Scholars Program).
- Meet with juniors and seniors, individually and in groups, and conduct workshops related to the college search and application process.

- Build and maintains relationships with admission professionals. Host and facilitate meetings between college representatives and our students during local campus visits. The College Counselor serves as a liaison with college admissions offices throughout the year.
 - Organize and develop a Catholic College Fair for students and families.
 - Invite college admissions representatives to campus and schedules all college visits.
 - Serves as liaison for off-campus information college meetings as needed.
- Manage communication and announcements to parents through the Weekly Wire, Miner Detail, Northern Nevada Catholic, and other Bishop Manogue publications regarding test dates, local college events, and financial aid.
- Organize and develops informational presentations and workshops for parents of students in all grade levels.
- Assist the Counseling Department in maintaining and disseminating information about standardized tests such as SAT, ACT, PSAT, and AP; helps administer school-wide standardized exams as needed.
- Provide classroom guidance lessons to students each year on career assessments, resume writing, essay writing, as well as scholarship and financial aid information.
- Maintain and share information with parents and students on colleges, college guides, scholarships, paying for college (financial aid, scholarships), and available summer programs.
- Design, update, and compile all information School Profile in collaboration with Assistant Principal and Advancement Departments.
- Stay current on issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations (e.g., Western Association of College Admissions Counseling [WACAC], National Association of College Admission Counselors [NACAC]).
- Guide students and their parents/guardians in understanding and utilizing Naviance Student.
- Participate in graduation, Baccalaureate, and Academic Awards Night.
- Participate in scheduled in-service and professional development activities as requested.

Professional Skills and Expectations

- Superior interpersonal skills, able to work professionally and respectfully with all employees, parents and students at all times
- Excellent written and oral communication skills, able to communicate professionally, effectively and appropriately at all times
- Willing to fully participate in a professional community, demonstrating professionalism, integrity, and ethical conduct at all times

- Able to maintain confidentiality at all times
- Must be self-motivated, have high energy and a sense of urgency
- Excellent organizational skills, must be a detail orientated, efficient multi-tasker

Minimum Requirements

- Master’s Degree in counseling or education related field
- State of Nevada School Counselor credential
- Thorough understanding of the mission of Bishop Manogue Catholic High School

Preferred

- 10+ years experience in secondary school academic and socio-emotional counseling
- Enthusiastic practicing Catholic strongly preferred

Review

Date Reviewed/Updated: _____

Employee Signature: _____

Supervisor Signature: _____

Disclaimer

The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of this position or employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Bishop Manogue Catholic High School.