

## College & Career Guidance Counselor

### DUTIES:

- Provide career and college entrance information and assistance to students, teachers, parents and counselors; coordinate day-to-day operations and schedule activities, programs and speakers. Prepare career education and instructional materials for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post-high school planning.
- Facilitate interest inventories, Career Experiences and multi year planning.
- Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards.
- Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize Career Center services, resources and speaker programs on a county, state and national level.
- Contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information regarding specific occupations.
- Schedule visitations by representatives from local colleges; organize, coordinate and publicize career-related events and other opportunities for students to learn about higher education and CTE training and preparation: Job shadows, internships, CTE placement.
- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogs.
- Provide information concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate.
- Maintain a current inventory of Career Center equipment and materials; assist in determining purchase priorities. Plan and conduct Career Days, Career Month, Teen Job Fairs, or College Fairs. Attend meetings, conferences and seminars regarding career trends, college entrance and financial aid.

### KNOWLEDGE OF:

- Career and occupational resources, trends, and opportunities.
- College entrance requirements and procedures.
- Expertise in FAFSA, student scholarships and other funding sources.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.

ABILITY TO:

- Motivate, inspire and empower Jewell students to seek postsecondary success.
- Organize, maintain and operate a high school Career Center.
- Provide specialized assistance and information concerning career planning and college entrance to students, parents, staff, and community agencies.
- Develop and provide information and materials related to career/college opportunities for high school students.
- Obtain, evaluate and process occupational literature.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- College admission requirements, financial aid requirements, and training necessary for future careers.