



Job Description

Position:	College Counselor	Department:	Road to College
Reports to:	Dean of College Prep and School Director	Location:	School Campus
Hours:	Varies	FLSA Status:	Exempt

Mission Statement

Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY

The College Counselor is responsible for supporting the school's and especially the college counseling department's overall efforts to plan, implement and evaluate comprehensive college admissions and matriculation programs that will fulfill the Uplift Mission.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Researching, establishing and maintaining long-term relationships within the college admissions arena, including, but not limited to, college admissions counselors, directors and university outreach centers
- Working with campus staff, faculty and CMO RTC team to ensure that every student in every high school grade level is participating in available college-related activities when possible, including but not limited to summer programs and talent identification programs
- Helping coordinate registration, supervision and other related issues regarding standardized tests administered to all Uplift students, including, but not limited to, SAT Reasoning Test, SAT Subject Tests, ACT, and PSAT/SAT Prep course
- Helping coordinate and host all college admissions related campus and network wide events, and high school visits for college admissions staff
- Directly advising and counseling All students grades 6th through 12th and assisting with all aspects of our comprehensive college counseling program
- Working to ensure that all seniors successfully submit high quality completed college application materials on time to provide them with the best opportunity of gaining admissions to their best fit school
- Use technology to improve and streamline the college counseling process, such as Naviance, College Board Online and computer-based test preparation
- Maintain student college admissions files in an organized, up-to-date, confidential matter
- Specific projects and areas as determined by the Dean of College Prep and / or the School Director (based on expertise, recommend improvements in the design and implementation of the academic program based on data)

TRAITS OF AN UPLIFT College Counselor

- Strong analytical, communication and writing skills
- Ability to work well with students and their families and colleagues
- Ability to travel via auto and air to support Uplift students
- A high threshold for stress and a tireless commitment to excellence in all endeavors

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A./ B.S.) from four-year college or university required. Master's Degree is preferred but not required. Previous 9th – 12th grade educational experience highly desirable. Demonstrated successful work with teens and parents strongly preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, students, and administration. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Microsoft Office applications (Outlook, PowerPoint, Word, and Excel) and ability to learn and use computer software as necessary. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES

Every Uplift employee has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

PHYSICAL / MENTAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Work at a desk and computer screen for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is moderate and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

OTHER QUALIFICATIONS

Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS

Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee's Signature: _____

Date: _____

Supervisor/Witness: _____

Date: _____