Downloaded from <https://www.velvetjobs.com/job-descriptions/college-advisor>

# Example of College Advisor Job Description

Our company is hiring for a college advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for college advisor

* Identifies options for students to satisfy degree requirements
* Assist with student Arrival and Departure, arranging for transportation and accompanying students to/from airport
* Assist with Orientation for EducationUSA Academy students
* When assigned as on-duty RA, be available in residence hall to immediately address student needs
* Chaperone all EducationUSA Academy social events and off-campus excursions (day, evening, weekends as scheduled)
* As TA for EducationUSA Academy, provide classroom support to faculty
* Advise on customer specifications for some delivery of custom content
* Advises graduate students to help them acclimate to the graduate program
* Coordinates with Admissions staff to connect with admitted graduate students to ensure overall readiness
* Coordinates with other departments to organize and conduct New Graduate Student Orientation

## Qualifications for college advisor

* A mature sense of responsibility, professionalism, and work ethic
* Must be available for mandatory training before program begins
* Knowledge of the Northwestern environment, preferably as a current matriculated student or CPP/NHSI/CTD alum
* Previous experience working with high school students as an RA, camp counselor, tutor, or other capacity
* Experience working with students ages 11–17
* A strong sense of responsibility, professionalism, and level of maturity