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

# Example of College Advisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of college advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for college advisor

* Trains high school personnel in College and Early College HS policies and procedures, including applicable college departments
* Addresses and resolves concerns for program participants/students, faculty, College departments, and Early College high schools
* Participate in Early College Events at area high schools when related to Early College and Dual Credit, or as needed
* Cultivate relationships throughout northeast Indiana including within the area high schools, middle schools and college
* Develops and delivers large and small group presentations to assigned high schools, including student/parent information nights, orientation nights, and community presentations
* Develops and implements comprehensive college and career education program in collaboration with school-based staff and the Supervisor of CTE
* Serves as a liaison to Washington Network for Innovative Careers (WANIC)
* Collaborates with the Student Enrollment Office for registration and orientation for students enrolled in WANIC
* Collaborates with Special Education, Gifted Services, Language Acquisition and other departments to ensure support of and compliance with individual educational needs as required by Board Policy and Procedures, state and federal law
* Serves as an active participant of building-based applicable teams

## Qualifications for college advisor

* Energy, enthusiasm, and ability to motivate others
* Identify alumni who desire to transfer to four-year institutions and advise alumni on college transferring by providing group workshops and/or individualized assistance, guidance regarding matriculation agreements
* Educate caseload on personal finance (money management, budgeting, building credit, ) and/or connect with local resources
* Maintain regular communication
* Demonstrates a high proficiency with Microsoft Office and has previous experience utilizing a database, Salesforce
* Experience of working within a healthcare environment preferable