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# Example of College Counselor Job Description

Our company is growing rapidly and is hiring for a college counselor. 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 counselor

* Research and understand certification processes for assigned states/regions
* Coordinates practicum and student teaching requests with the Teacher Placement Coordinator (TPC)
* Serve as the college counselor for KIPP alumni/Ujima Scholars Cohort -- college-bound juniors and seniors attending area high schools, advising them on academic planning and college research
* Meet with students, individually and in groups, to discuss the college process and individual interests, and act as their lead advisor
* Maintain monthly contact with cohort students at area high schools
* Build a true cohort culture that embodies Ujima values of community and support for others
* Develop and maintain relationships at local high schools in order to provide excellent support and counseling
* Collect report cards to monitor academic success, and respond to gaps or off-track data
* Deliver parent workshops focused on topics related to college planning for juniors and seniors
* Provide summer program, college, and financial aid advising to ensure students are getting the right experiences and support to ensure college graduation

## Qualifications for college counselor

* One to three years’ experience servicing students in the education industry preferred
* A passion for assisting others in realizing their goals through higher education
* Ethical, has integrity and is compliance focused
* Self-directed professional that possesses and exercises high level communication skills
* Enjoys a fast paced dynamic work environment
* Capable of spending four or more hours on the phone assisting students