



Example of College Advisor Job Description

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Our company is looking to fill the role of 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

- Provides support for students that includes career counseling, navigation through the college application process, pursuit of post-secondary career opportunities and the development of portfolios and application materials (High School and Beyond Plan)
- Organizes and facilitates post-secondary visits from colleges, universities and other institutions or organizations aligned with the District's Instructional Initiatives
- Conducts meetings, workshops and trainings for students, staff, parents/guardians, and/or community members related to the scope of duties of the position
- Provides logistical support for field trips and other activities involving prospective and current CTE students and programs
- Meets regularly with school-based staff, such as counselors, graduation success coaches, and others, who focus on supporting students with a focus on 100% graduation rate
- Provides oversight of the Learning Centers to initiate engagement of students in College and Career readiness skills
- Utilizes available technology, monitors academic progress of students toward degree and/or certificate completion
- Interprets and explains college and District policies and procedures
- Assists in recruitment of potential students by advising them of general academic requirements for specific degree/certificate program

Qualifications for college advisor

- An understanding of business planning processes desirable
- Must be able to deal with customers confidently in a variety of situations demonstrations, presentations and ward visits
- Ability to have or develop negotiation and interpersonal skills to handle a range of customer contracts
- Knowledge and understanding of current NHS & Private Hospital sector dynamics in the UK along with community nursing homes and hospices desirable
- Experience in wound care desirable
- Knowledge of ArjoHuntleigh products will be a distinct advantage