



Example of College Counselor Job Description

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Our company is looking to fill the role of college counselor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for college counselor

- Create regular activities and routines in alignment with KIPP Colorado culture to further accentuate and celebrate the college focus at all of our schools
- Remain aware of issues and trends in college admission, higher education and testing, especially that apply to first-generation college students, low-income students, students of color, and undocumented students
- Develop and maintain positive working relationships with KIPP Colorado staff and educate them about college readiness and college transition
- Establish and maintain KNDLA rules and expectations
- Develop and maintain positive working relationships with postsecondary staff, including admissions representatives, pre-collegiate partners, and other related outreach partners
- Participate in various community events including college fairs, college access program events, DPS events, or other events that align with the mission of KIPP Through College
- Serve as lead for KTC with Junior team and participates in weekly Junior team meetings
- Serve as a member of the KIPP Colorado KTC Team, attending bi-monthly team meetings, assisting with KTC events and presentations, and participating in professional development opportunities locally and with KTC colleagues across the KIPP network
- Co-Manage the operation of the KIPP Through College Advising Office (college resource center) at KDCHS
- Deliver college readiness curriculum as the instructor for the daily Junior and Senior Seminar course offered at (KDCHS)

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- College transcript will be required, if selected for in person interview
 - Experience providing direct advising support to high school students
 - Familiarity with the challenges and opportunities for first-generation college students
 - Meet with students, individually and in groups, to discuss the college process and individual interests, and act as college counselor to junior and senior classes
 - In collaboration with other KTC College Counselor, creates and implements a comprehensive 9th-12th grade family education program to empower families to support their students' college plans
 - Establish and maintain KDC rules and expectations