

MSD WASHINGTON TOWNSHIP
8550 Woodfield Crossing Boulevard
Indianapolis, IN 46240-2478

Administration

POSITION: Coordinator of College Counseling
LOCATION: North Central High School
CONTRACT LENGTH: 215 days
SALARY: Plus a competitive benefits package

Qualifications:

- Minimum of five years of direct college admission counseling with experiences in:
 - College application review and decision making responsibilities
 - Event and/or program planning
 - Extensive public speaking
 - Project management
 - Financial Aid and scholarship program literacy
 - Master's Degree Required
- Preferred Experiences in Addition to Required Qualifications:
 - College Counseling experience in a secondary school environment
 - Master's degree in School Counseling
 - Working knowledge of Naviance

Job Responsibilities:

- Direct and lead developmental college counseling education of all involved constituencies.
- Assist individual students and parents in the college search, application, financial aid and college selection process.
- Organize and conduct sessions for parents and students for all grade levels throughout the year which focus on specific aspects of college planning and admission.
- Read, assimilate, and communicate to guidance counselors information on educational trends and factors affecting the college admissions process.
- Develop a financial aid communication strand within the college counseling education program. Coordinate financial aid workshops for students and parents regarding Profile, FAFSA, scholarship website searches. (National Center for College Costs, programs for first-generation students, etc.)
- Facilitate, plan, and/or participate in small group experiences with students on various aspects of the college search process (test preparation, resume writing, college essays, etc.).
- Facilitate the communication of scholarship opportunities. Gather, promote and communicate specific scholarship programs and scholarship databases. Coordinate the process of nominated scholarship programs within the N.C. community. (Morehead, Wells, IU Groups, etc.).

- Maintain the College Resource Room with up-to-date information on careers, colleges, testing and financial aid.
- Schedule and meet with representatives of colleges and universities to exchange information regarding North Central's programs and curriculum. Establish productive linkages with college admission representatives and financial aid officers.
- Maintain a local and national presence in professional college admission organizations to deepen personal knowledge of the college admissions process and the professional visibility of North Central High School.
- Participate in counselor visit programs on college campuses to deepen professional expertise
- Collect and track information about student applications in database (applications and decisions). Utilize the data to connect students, parents, faculty, and administrators with most recent trends in admission and financial aid on both local and national level.
- Publish a departmental guide devoted to the college admissions process to distribute to all 11th grade students.
- Participate in local college fairs/ seminars and publicize events to students and parents.
- Oversee annual revision of the North Central profile.
- Conduct Summer College Admission Workshop.
- Assist with North Central's college entrance testing program; correspondence to students and parents regarding testing.
- Facilitate the letter of recommendations process for students, teachers and counselors.
- Oversee management and training of the Naviance system with families and staff
- Other assignments designated by the principal.

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www.nchs.cc / Human Resources / Current Vacancies-Apply Online / Administration