



Senior Advisor Liaison

Reports to:	Executive Director, Student Advancement	Structure/Grade:	PT3500
Department:	Student Advancement	Workdays:	190
Division:	Wrap Around Services		

Position Summary

The College Senior Advisor will guide students through the entire college admissions, military, and/or job search process from satisfying college entrance exam requirements to completing the college, military, and/or job application process. Provide support periodic personal check-ins, mentoring, and provide critical college preparation curriculum and experiences through advisory events such as guest speakers, college fairs, post-secondary exposure options, and other academic activities.

Essential Job Duties

- Assists students with identification of long-term academic goals and/or career plans.
- Maintains advising records and confidential student evaluation records.
- Utilizes the Naviance platform and the student information system to support delivery of advising services.
- Educates students and parents about the workforce, military, colleges, the college admissions process, trends, procedures, and testing.
- Advises and supports caseloads of juniors, seniors, and their families as they consider college and career choices.
- Meets with students and families, individually and in groups, to talk about individual post-secondary options and aspiring to realistically choose the best fit for the workforce, college or university, or military.
- Contacts college admissions offices and provides students with detailed information about the specific colleges they are considering.
- Assists students in navigating the job search, college, and military search and application process, facilitates college admission and financial aid workshops for students and parents.
- Tracks and reports key student performance indicators to school leadership on a bi-weekly basis (e.g., college eligibility, college/program/job/military applications, college/program acceptances, scholarships, grade point average).
- Maintains external relationships to bring services or opportunities to the school (e.g., SAT test preparation courses, guest speakers).
- Provides 9th and 10th graders information on post-secondary options and preparation using engaging and creative methods.
- Maintains and disseminates information about standardized tests, such as SAT and ACT exams.
- Performs other duties as assigned.



Qualifications

- Bachelor's Degree in an education field or other related field required.
- Minimum of two (2) years experience working in a K-12 public school or higher education environment required.
- Experience advising students concerning post-secondary options including workforce, college, trade schools, and the military preferred.

Knowledge, Skills, and Abilities

- Knowledge of current office best practices and procedures; use of office machines and equipment; proper and business English, spelling, grammar, and punctuation; methods and techniques used in recordkeeping; organizational and department functions.
- Skill in effective oral, written, and interpersonal communication; coordinating and collaborating with departments to establish and execute responsibilities; computer skills including electronic mail, record keeping, word processing, spreadsheets, student data management systems, internet navigation and related software applications; and management skills gained through multi-tasking and coaching.
- Skill in assisting students in making decisions concerning personal career and educational goals after graduation; human relations and communication skills, possession of extensive knowledge about the DeKalb County School District post-secondary push plan, academic programs, policies, procedures, and student support services.
- Ability to analyze data, develop procedures, and design programs for required reports; maintain composure and diffuse hostile confrontations within the department; perform a variety of administrative support assignments; meet and interact with various governmental officials/community representatives, students, parents, personnel, and other visitors.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 10/03/2024