Position Title: College & Career Center Associate

QUALIFICATIONS:

A. **BA with at least two years experience in college, career counseling, marketing, personnel or similar experience.**
B. **Ability to initiate contacts with university admissions counselors, students, and parents.**
C. **Experience in developing programs, organizing events, and maintaining records in a learning/career facility.**
D. **Ability to initiate events outside of school hours and to prepare information about scholarships and college events for parents and students.**
E. **Ability to start students and parents on the college admissions/scholarship process.**

REPORTS TO: School Counseling Department Chairperson at Bethel High School

JOB GOAL:

The Associate will work independently to perform duties to ensure the adequate functioning of the center and support the work of the guidance and teaching staff. The Associate will choose materials and provide information regarding post-high school education and career planning to students, counselors, parents, and teachers.

PERFORMANCE RESPONSIBILITIES:

1. Create an environment in the Career Center where students are encouraged to explore the Career Center's materials and other means of obtaining career information.
2. Organize and implement events: College Visits, Onsite College Admission Days, Career Day for Juniors, workshops, career talks, and field trips.
3. Accept responsibility under the direction of the School Counseling Department Chairperson, for the day-to-day operation of the Career Center.
4. Hold evening hours for the Career Center, as determined by the principal/School Counseling Chairperson, to benefit parents and students.
5. Visit College and Career Centers in other high schools throughout the school year as a means to incorporate the ideas and programs of other schools into the BHS program.
6. Visit Universities, as directed by the School Counseling Chairperson, to build relationships with admissions counselors, collect materials, and have access to materials provided by the universities.
7. Support and assist the Scholarship Chairperson with the coordination of applications and preparation of the Scholarship Ceremony, and promotion of information to students/families.
8. Work with Military Recruiters to set up information sessions and act as a liaison with students/families as needed.
9. Attend workshops/seminars held by outside organizations (i.e.:Connecticut WorkForce Development Council, CollegeBoard, or other applicable groups) and make materials and seminars provided by that organization available to Bethel High students.

10. Attend evening workshops sponsored by the Bethel High School Counseling Department and complete tasks assigned by the School Counseling Department Chairperson.
11. Assist school counselors, teachers, and other school personnel in utilizing all aspects of the Career Center, and support classroom instruction as needed with post-HS planning content.
12. Conduct Junior/Senior meetings as required.
13. Order, maintain and provide for students, as requested, adequate information/materials for Colleges, Universities, Vocational training programs, and Military service.
14. Acquire, maintain and retrieve occupational and career-oriented computer software programs, catalogs, reference books, brochures, magazines, etc.
15. Provide Career Center orientation to groups of students, parents, and other visitors.
16. Instruct students in the use of the Career Center and its resources.
17. Ensure the Career Center is kept organized and attractive.
18. Utilize digital and online resources to retrieve lists of post-secondary schools to meet the educational, financial, and geographical needs of the student.
19. Community Service: Coordinate community service opportunities, create presentations and instruct students on the digital tracking software, and monitor and approve students' hours.

Overview of specific tasks:

1. Schedule, promote and monitor college visits and meet with all representatives.
2. Put out flyers and put college visit information on announcements, emails, social media bulletin board, etc..
3. Post times and places for Open Houses for colleges.
4. Coordinate and update the job and volunteer board
5. Maintain social media and Google Classroom posts.
6. Be available for office hours before/after school for students who do not have a study hall and need assistance.
7. Assist Seniors with college and employment applications.
8. Assist students with college applications, resumes and college admission essays.
9. Work with parents on how to start the college process - evening hours.
10. Promote local scholarships to students and process them as needed.
11. Write articles pertaining to the Career Center for the school newsletter.
12. Assist students with accessing Naviance and using the resources.
13. Work with the athletic coaches by making Career Center available for athletic scouting meetings with colleges and BHS students, as well as assisting with the coordination/facilitation of meetings.
14. Work with students looking for careers and training in the trades, Military options..
15. Order new resource materials as needed..
16. Conducts for Juniors and Seniors sessions to discuss college visits, careers, host workshops, etc..

Term of Employment: Ten-month year

Evaluation: Performance will be evaluated annually by the Principal or his/her designee.

Approved: June 19, 2009
Revised: April 7, 2011, March 23, 2023