



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	College and Career Advisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Berkeley High School	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	10 months/Calendar 6003 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 61

BASIC FUNCTION:

Provide information and assistance to students concerning colleges and career planning; advise students regarding academic profiles and develop student's college list; provide ACT and SAT testing; provide support in preparation, registration and related matters; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform varied technical duties related to the operation and maintenance of the student college and career center; motivate and encourage students concerning college options; refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel
- Provide information and assistance to students concerning college plans and financial aid opportunities individually or in a group setting; schedule and notify students of appointments; advise students regarding academic profiles, testing and activities, and develop student's college list
- Conduct classroom presentations to review the college process with students; provide advice and guidance regarding colleges, College Board and ACT testing, recommendations, UC/CSU admission requirements and distribute college process informational folders to students; schedule and prepare for speakers to confer with students concerning college and career opportunities
- Conduct college application workshops; assist students in completing applications; review and edit student essays and make recommendations regarding changes
- Write college, student enrichment program and scholarship recommendations for students
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Develop relationships with college Admission Officers; meet with admissions officers at off-campus functions; conduct conference calls; attend counselor visitation programs
- Plan, organize, coordinate and oversee activities in relationship to college and career fairs, college/university initiatives and campus visits

- Perform clerical duties related to college and career center functions and assigned activities; respond to phone calls, e-mails and faxes from students, parents, colleges, independent schools, faculty, administrators and the media; compile and duplicate materials as needed; develop, create, assemble and disseminate informational packets designed for juniors, seniors and their families; process and assure accuracy and completeness of various forms and applications; maintain various records
- Provide information to students regarding tutors for preparation for SAT/ACT testing; apply for SAT/ACT tutoring class through UC Berkeley for juniors and seniors; plan, proctor and coordinate practice SAT and ACT tests; administer the College Board and ACT fee waiver program
- Assist students, teachers, counselors and others in locating, evaluating and selecting college or career planning materials and resources; maintain current knowledge of employment trends and opportunities for high school students
- Assist student in applying for and obtaining scholarships and financial aid; advertise available scholarships; develop mentoring groups for first generation students
- Communicate with students, parents, personnel, local businesses and various outside organizations to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct college visits
- Develop career and job bulletins, testing information and other materials to publicize and promote career planning activities appropriate for high school students
- Participate in the administration of standardized tests as assigned; order, receive and maintain inventory of testing supplies
- Maintain assigned college and career center in a clean and orderly condition

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Career and college resources and informational materials

National, International and State-wide College admission policies, procedures and practices

Regional and national career and employment trends

Federal and State laws, rules and regulations pertaining to assigned activities

Principles and practices of supervision and training

Oral and written communication skills

Design and development of promotional materials

Public speaking techniques

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a computer and assigned software

Record-keeping and report preparation techniques

Modern office practices, procedures and equipment

Public relations techniques

ABILITY TO:

Provide information and assistance to students concerning colleges, career planning, testing and related matters

Advise students regarding academic profiles, testing and activities, and develop student's college list

Train and evaluate the performance of assigned staff

Assist students with utilizing college and career center resources

Perform clerical duties related to assigned activities

Interpret, apply and explain policies, procedures, rules and regulations

Learn policies and objectives of the college and career center

Assess student abilities, qualifications and interests and consult concerning college and career opportunities

Refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel for high school students

Communicate effectively both orally and in writing

Prepare and deliver oral presentations

Establish and maintain cooperative and effective working relationships with others

Maintain records

Compile and verify data and prepare reports

Operate a computer and assigned software

Type or input data at an acceptable rate of speed

Meet schedules and time lines

Plan and organize work

Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with course work in a related field and one year college admission experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Seeing to read a variety of materials

Hearing and speaking to exchange information

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching to file and retrieve materials