



## **HIGH SCHOOL COLLEGE ADVISOR**

**Pay Type:** Salaried, no additional benefits

**Time:** 15 hours per month including 2 hours per month on campus.

**Minimum requirements:**

- Bachelor's Degree
- Agreement with the HOPE Academy Statement of Faith
- 3-5 years of previous experience as college advisor, high school counselor or in a related field
- Experience in an independent school setting is preferred.

Key functions of this position are:

- Provide comprehensive educational, college, and financial aid planning for HOPE Academy students and their families
- Provide individualized support to students in selecting schools and navigating the application process
- Work with the Learning Support team to support students with disabilities in preparing for college admissions and transition Parent Education and Communication
- Provide information sessions and support for families in understanding the college application process and financial aid
- Support students and families in finding scholarships and college funding
- Keep parents informed through regular communications that might include a newsletter, web portal and/or monthly mailing
- Maintain and disseminate information about standardized tests such as the SAT and ACT
- Coordinate, communicate or support test preparation activities including summer, after school, or weekend classes.
- Help register students and administer AP and PSAT exams
- Work with the Learning Support Team to arrange for extended time on tests for eligible students with disabilities
- Arranging for college admissions representatives to visit our campus and facilitating meetings between college representatives and our students
- Serving as liaison with college admissions offices and completing all School Report and mid-year report forms requested by colleges