College Counseling Coordinator Job Description

The College Counseling Coordinator reports to the Director of College Counseling and provides critical support to the College Counseling Office (CCO).

**Basic Daily Duties:**
- Interact with students and parents to provide support for college and scholarship applications
- Assist the Director of College Counseling with upcoming projects and activities

**Necessary Skills:**
- Experience with database programs and the ability to pull reports or update information within databases, primarily PowerSchool and Naviance
- High proficiency in using spreadsheets and database programs to obtain and accurately interpret data
- Experience working in a complex office environment to coordinate and prioritize tasks and projects accurately
- Ability to problem solve and work independently when necessary
- Professional and effective communication in person or via written correspondence

**Communication**
- Maintain contact with parents and students regarding upcoming appointments and activities
- Send monthly newsletter to parents and students (juniors and seniors) with updated college visit or scholarship opportunities
- Update Marshall’s College Counseling Office web pages and Naviance web pages with current information and newsletters
- Arrange appointments for Director of College Counseling with students and parents
- Organize small- and large-group sessions and meetings for students and/or parents
- Create PowerPoint presentations for Director’s public presentations to students and/or parents

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• Create and update forms, handouts, and tutorials to be used by teachers, parents, and students

Statistics and Reports
• Work with formulas and data in spreadsheets and databases to obtain necessary statistics quickly and accurately
• Create a end-of-year report of current graduating class’s statistical data to be presented to Marshall’s Board and administration
• Analyze data for use in internal and external publications

College & Scholarship Applications and Transcript Maintenance
• Maintain CCO data (via Naviance) for students, including current transcript uploads, parent/student personal data, and college or scholarship application records
• Maintain accurate records for student applications to ensure all materials are submitted and/or received by deadline dates
• Verify transcript accuracy at the end of each semester (starting end of junior year) before submitting transcripts to colleges or scholarship foundations
• Assist alumni with transcript requests for employment verification or college transfer requests

Testing
• Maintain record of student testing scores via database, spreadsheet, and paper testing card (for student’s permanent record file)
• Assist students with registration for standardized tests (such as ACT, SAT, TOEFL) as needed
• Keep appropriate testing materials, including pamphlets and study aids (books, videos, etc.), current and up-to-date