

St. Vincent's Academy, Savannah, Ga



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Job Description: College Career Readiness Counselor

Position: College Career Readiness Counselor

Location: Savannah, Georgia

Overview:

As a College Career Readiness Counselor, you will guide and support students toward successful college and career readiness. You will provide individual and group counseling to help students develop the necessary skills, knowledge, and mindset to effectively pursue their academic and career goals.

Key Responsibilities:

1. Conduct one-on-one counseling sessions with students to assess their interests, strengths, and goals related to college and career readiness.
2. Assist students in creating personalized academic and career development plans based on their aspirations and capabilities.
3. Provide information and guidance on college admissions, financial aid, scholarships, and other resources to support students in their college application process.
4. Organize and conduct workshops, seminars, and events to educate students on resume writing, interview skills, networking, and job search strategies.
5. Collaborate with teachers, administrators, and other stakeholders to create an environment that supports and empowers students to explore and pursue their career pathways.
6. Develop relationships with colleges, universities, employers, and community organizations to create opportunities for internships, job shadowing, and other experiential learning activities for students.
7. Stay current on trends and best practices in college and career readiness counseling to enhance the quality of services provided to students continually.
8. Maintain accurate records of student interactions, progress, and outcomes to track the effectiveness of counseling interventions and support decision-making processes.

Qualifications:

1. Bachelor's degree in counseling, education, psychology, or a related field
2. Relevant experience in college counseling, career development, or related fields is preferred but optional.
3. Strong interpersonal and communication skills to build relationships with students, parents, and stakeholders.
4. Knowledge of college admissions processes, financial aid options, and career exploration resources.
5. Ability to work collaboratively in a team environment and adapt to the needs of a diverse student population.
6. According to state or institutional regulations, Certification or licensure in counseling or related fields may be required.
7. Demonstrated commitment to diversity, equity, and inclusion in supporting students from diverse backgrounds and experiences.

This job description outlines the general responsibilities and qualifications for the College Career Readiness Counselor position. Duties and responsibilities may evolve based on the needs of the students and the institution.

Please email your resume and references to: dawn.odom@svaga.net