

## **COLLEGE SELECTION FACILITATOR**

### **Purpose Statement**

The job of College Selection Facilitator was established for the purpose/s of providing students with assistance on topics relating to the selection, admission and financing of post-secondary education.

This job reports to Executive Director of Curriculum & Instruction

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### **Essential Functions**

- Assists students, teachers, counselors, and parents with post-secondary education processes (e.g. school/university selection, financial aid, college materials, applications, on line registration, scholarships, etc.) for the purpose of providing information and/or ensuring accessibility of post-secondary education to students at NCSD.
- Collaborates with other internal and external individuals and organizations using independent judgment (e.g. teachers, counselors, parents, Admissions Officers, Grant Administrators, scholarship committees, etc.) for the purpose of planning, evaluating, developing, coordinating and maintaining smooth transitions to post-secondary education opportunities.
- Conducts parent and student workshops and presentations on a variety of topics (e.g. admissions testing, application processes, financial aide, portfolios, timelines, "Back from College Fair", etc.) for the purpose of providing general information about college requirements.
- Coordinates on-campus site visits by college and university recruiters and field trips to college recruitment fairs for the purpose of enhancing students' access to educational opportunities.
- Maintains a reference library of program eligibility requirements (e.g. colleges in the United States, trade and technical schools, guides to college majors, college rating books, college CDs, financial aid programs, listings of scholarships, college eligibility, applications, brochures, transfer agreements, etc.) for the purpose of providing information to students/parents on available educational opportunities.
- Maintains a variety of computer and manual records and files (e.g. intake questionnaires, demographic and social histories, academic status, etc.) for the purpose of documenting activities and providing written reference in accordance with administrative and legal requirements.
- Participates in a variety of meetings (e.g. university/college conferences, class visits, community service group meetings, etc.) for the purpose of being informed about local and national post-secondary education opportunities and/or developing professional relationships with appropriate college and university personnel.
- Prepares a variety of written materials (e.g. newsletters, letters of recommendations, "how-to" guides, admissions requirements summaries, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches program eligibility requirements and student specific questions (e.g. institutions with specific majors or programs, timelines and admissions requirements, early acceptance deadlines, AP and IBO status, etc.) for the purpose of providing information and reference.
- Serves on various committees for the purpose of keeping abreast of current practices in college admissions counseling.
- Solicits information and/or materials from colleges and other organizations (e.g. college, trade/technical schools, college CDs, etc.) for the purpose of ensuring the availability of detailed reference materials providing additional resources for students and parents.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and post-secondary educational opportunities and related processes.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; facilitating decision making processes; displaying empathy and awareness of cultural impacts on students and parents; working with frequent interruptions; and following Ethic Standard and Principles of Good Practice set forth by the National Association for College Admissions Counselors.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**

Exempt 69BX

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_