



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	College Admissions Specialist
<b>Payroll/Personnel Type:</b>	10.5 Month
<b>Reports to:</b>	Principal

**Position Summary:**

The College Admissions Specialist, under the supervision of the building principal, has the responsibility of supporting and engaging students and their parents in achieving the best available option for post-secondary success. This includes work with college admissions, career awareness and planning, including financial aid and scholarship opportunities and support.

**Essential Functions:**

- Foster a culture at the school that is oriented toward attending college
- Create post-secondary planning and career awareness
- Develop relationships with colleges
- Utilize the electronic platform for college and career planning
- Conduct classroom and workshop presentations for freshmen and sophomore students to share college planning and admission procedures
- Meet one on one and in small groups with junior and senior students and parents to identify the best available college options and financial packages
- Organize campus visits to colleges with strong medical and bioscience programs
- Develop and administer ACT support programs designed to increase student scores
- Institute meetings, workshops and individual sessions with students and parents emphasizing budgeting for college, including financial aid and scholarship opportunities
- Assist students with admission essay preparation, teacher recommendations and applications to colleges
- Work with the counselor(s) to ensure every student has applied to the institution of his/her choice and all appropriate paperwork is accurately completed
- Complete an annual study during the spring semester and after graduation to account for the location of every graduate
- Compile the annual, Profile of the School, which includes junior and senior grade distribution
- Stay in concert with the data processing specialist in the maintenance of senior records focusing on student transcripts and GPAs
- Write an official recommendation for each senior, gathering information from a variety of sources

**Knowledge, Skills, and Abilities:**

- Familiarity with FAFSA completion, documentation, verification and award letters
- Knowledge/experience with Missouri Connections
- Knowledge of college admissions criteria and college admission exams
- Ability to organize college visits at school and actual college tours
- Ability to assist students with scholarships and opportunities
- Ability to teach Post-Secondary Planning lessons



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**Experience:**

- Experience as a high school or college admission specialist (preferred)

**Education:**

- Bachelor’s Degree (required)
- Bachelor’s Degree in Education (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee Date Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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