



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

Position Title:	College Admissions Specialist
Payroll/Personnel Type:	10.5 Month
Job #:	8827
Reports to:	Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

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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