**College and Academic Advisor Job Description**

**Reports to:** Dean of Academics

**Overview:**

Advisor fosters a college-bound environment, support students’ successful transition to college, and ensure that all students are 4-year-college eligible. Advisor applies habits and skills associated with academic excellence, innovation and problem solving focused on Grace Preparatory Academy students.

**Duties:**

College & Academic Advising Responsibilities

* + Build and sustain a culture of attending college
  + Assist students in navigating the college search and application process
    - Regular meetings with all students on an approved schedule
    - Parent/Student Meetings regularly scheduled at pertinent, critical intervals
  + Facilitate college admission workshops for students and parents
  + Track student credits and progress toward graduation
  + Track college applications and acceptances, and coordinate data for school use
  + Support scholarship search, application, and award processes for students
  + Maintain external relationships to bring services or opportunities to the school (i.e. SAT test prep, guest speakers, etc.)
  + Develop and maintain relationships with colleges
  + Develop and/or support a student alumni network

Systems:

* + Coordinate school site testing processes (i.e. PSAT, AP Tests)
  + Administer RenWeb including training of staff and faculty and understanding of overall administrative system
  + Maintain accurate student academic records
  + Provide academic information to organizations, colleges, and other staff as necessary
  + Oversees Registrar Duties:
    - Class Scheduling
    - Drop/Add
    - File maintenance
    - Support and other duties as assigned

Qualifications

* B.A. or B.S. required; M.A. preferred
* Successful experience with students
* Strong professional collaborative skills
* Excellent communication skills
* Commitment to the mission of Grace Preparatory Academy