



EMPLOYEE NAME: _____

Created 9/12 Revised: 10/12; 9/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Career Center Advisor	JOB CODE: TEM6
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: N/A
DEPARTMENT: Student Assistance Programs	WORK DAYS: 500 Hours per year
REPORTS TO: Local School Counseling Department Chair and Local School Educational Foundation Board	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides assistance to students in the college/career process	

REQUIREMENTS:

1. Educational Level: Bachelor Degree required: Master Degree in Counseling preferred
2. Certification/License Required: None
3. Experience: Knowledge of college/career process & experience with high school students
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Assists counselors in working with students to identify post-secondary plans.
3. Assists students with the college and career search process and identification of potential post-secondary Institutions.
4. Administers career assessments to students for the identification of potential careers.
5. Assists students in the preparation of college, scholarships, and employment applications.
6. Assists students in completion of college entrance exam registration process.
7. Provides study and preparation materials for college entrance exams.
8. Provides instruction for student utilization of websites such as Career Cruising, GACollege411, College Board, and ACT.
9. Coordinates class visits to the career and provide guidance and resources.
10. Assists with applying to college events.
11. Collects and reports on student visits and utilization of the career center.
12. Protects confidentiality of student information.
13. Maintains up-to-date information, inventory, and technology in an orderly fashion in the career center with guidance from the Counseling Department Chair.
14. Demonstrates professional and ethical practices consistent with school policies in working with students and colleagues.
15. Communicates any concerns to the school counseling department chair.
16. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____