



ACADEMY OF THE
HOLY NAMES

COLLEGE COUNSELOR

JOB DESCRIPTION

Position: College Counselor

Department: Academics

Reports to: Principal

FTE: 0.50

Date: June 2026

Summary Description College Counselor

The College Counselor supports students and families throughout the college exploration, application, and decision-making process. The counselor serves as the school's primary liaison with college admissions representatives, provides grade-level college planning instruction, and guides students in utilizing Naviance and other college-planning resources. This position works closely with students, parents, faculty, and college admissions offices to ensure that students are well-informed of post-secondary opportunities.

Essential Duties & Responsibilities:

- Develop and teach semester-long college-planning and career-readiness class for sophomores, juniors, and seniors.
- Assist students in identifying colleges that align with their academic interests, goals, and aspirations.
- Guide and support students through college application requirements, deadlines, essays, and submission processes.
- Assist students and families in understanding admissions requirements, financial aid resources, scholarships, and college decision timelines.
- Manage and maintain the school's Naviance platform.
- Assist students and families with Naviance account setup and navigation.
- Train all high school students on utilizing Naviance for college research, application tracking, and career exploration and align their strengths and interests with post-secondary goals
- Monitor student progress and completion of college-planning milestones within Naviance.
- With assistance from the Administrative Assistant for Academics, coordinate document requests and submission processes through Naviance as appropriate.
- Serve as the primary contact for college admissions representatives.

- Schedule and coordinate college representative visits throughout the academic year.
- Host visiting college representatives and facilitate student participation in information sessions.
- Maintain positive relationships with college admissions offices and stay informed regarding admissions trends and opportunities.
- Promote college visit opportunities to students and families.
- With assistance from the Administrative Assistant for Academics, maintain accurate records of student college applications, admissions decisions, and matriculation data.
- Prepare annual reports related to college admissions outcomes and student placements and track multi-year trends.
- Stay informed regarding trends in college admissions, testing policies, and financial aid programs.
- Maintain College Counseling Resource Tile.
- Other duties as assigned.

Skills:

- Strong relationship-building skills.
- Attention to detail and ability to manage multiple deadlines.
- Knowledge of current college admissions practices and trends.
- Collaborative and student-centered approach.
- Enthusiasm for helping students discern and pursue their future educational opportunities.

Qualifications:

- Bachelor's degree in related field
- Two years of college counseling or college admissions experience
- Knowledgeable of NCAA rules and regulations
- Exceptional managerial, organizational, and communication skills, both oral and written
- Ability to work effectively with students, teachers, and parents
- Proven ability to collaborate effectively and work independently
- Willingness to be involved in the life of the school community