



TRINITY ACADEMY

Transform Tomorrow

Job Description

College Counseling Program Manager

OVERVIEW OF RESPONSIBILITIES:

As a member of the Administrative Team, the College Counseling Program Manager serves the Trinity community by providing support to the Director of College Counseling and assisting families working with the office of College Counseling.

SPECIFIC JOB FUNCTIONS — *specific responsibilities include, but are not limited to, the following.*

Program Functions

- Assist with the research development, and continual improvement of Trinity's multi-year College Counseling curriculum, program, and implementation.
- Lead in building a professional network for career panels and for Trinity students interested in shadowing, interning, or having high school jobs associated with their career interests.
- Evaluate and collaborate with others to enhance the resources and systems that the College Counseling program uses to collect, use, and share information accurately and effectively.

Content Management

- Take the lead in updating Scoir, Veracross, and other systems with accurate and timely grades, test scores, transcripts, and other important information; communicate with students and parents with related questions; and send transcripts and other application materials to colleges.
- Help ensure timely, proactive tracking of students' and the College Counseling program's tasks and their completion.
- Manage the research and use of tools for data collection and, in collaboration with the Director, produce analytical reports for the Program, the Board of Directors, and others.
- Manage Trinity's College Counseling webpage, including its contents and, in collaboration with others, its formatting.
- Manage the College Counseling program's password protected Veracross pages.

Events and Scheduling

- Assist the Director of College Counseling with planning and managing events including but not limited to class-wide college nights/coffees, financial aid presentations, testing information sessions, application case studies, practice ACT administrations, resume workshops, Career Panels, college fairs, alumni panels, career panels, etc.
- Coordinate and manage college representative visits to campus and the student hosts.
- Coordinate area college fair visits for Trinity students.
- Assist with scheduling meetings with students, parents, and others.
- Maintain the College Counseling calendar.

Communication

- Oversee regular, timely communication of Program information to all constituent groups.
- Assist in developing attractive and helpful handouts and slide decks.
- Communicate regularly with the Director of Athletics regarding recruitment of student athletes.
- Cull and organize the information from multiple sources (questionnaires, teacher comments, etc.) that the Director uses to write seniors' College Counselor letters.

Other

- Collaborate with cross-functional teams.
- Represent Trinity Academy to the school and broader community in all communications and interactions.
- All other duties as assigned.

PERSONAL QUALITIES:

- Maintain strict levels of confidentiality.
- Pleasant demeanor
- Passion for the mission of Trinity Academy
- Strong work ethic, energy, and commitment to punctuality
- Proactive and able to prioritize and multi-task.
- Relate comfortably and warmly with both high school students and adults
- Service oriented team player who enjoys working in a collaborative setting
- Willingness to grow in knowledge and understanding of a classical Christian education.
- Mature Christian commitment and dedication to continue to grow in faith.
- Makes decisions and acts with wisdom, discretion and integrity.

KNOWLEDGE AND SKILLS:

- Extensive knowledge and skills regarding the use and management of databases and digital platforms and systems, preferably including Microsoft Office, Veracross (the student information system), and Scior (the college counseling online platform) or the ability to quickly acclimate to and utilize unfamiliar databases and platforms.
- Detail-oriented with high organization and strong memory skills.
- Excellent verbal and written communication skills

QUALIFICATIONS:

- Conducts personal life in a manner that does not negatively impact the ability to represent the Trinity Academy mission and vision.
- Agrees to live consistently with all policies in the Trinity Academy Faculty/Staff Handbook including the statement of faith and code of conduct.
- **Minimum educational/experience requirements:** Bachelor's degree
- **Preferred educational/experience requirements:**

WORK HOURS:

This position is a part time (50%) 10-month position. Generally the work schedule will be made in coordination with the Director of College Counseling and will represent 20 hours per week; during certain seasons, additional hours may be needed some weeks but should balance out to 50% within a monthly pay period. Additionally, occasional nights or weekends may be necessary to help support specific college counseling events.

Reports to: Director of College Counseling

Positions supervised: None

This position is considered ministerial in function as the employee may be called upon to represent the mission and vision of Trinity Academy to students, parents, prospective students/families, or donors.