



College Advisor

NATURE AND SCOPE OF JOB

Educate, guide, and advise students and families about college admissions, financial aid process and other career paths. Reports to the school's Administrator/Business Manager.

JOB FUNCTIONS & RESPONSIBILITIES

- Develop and execute a college advising process through ALL grades and in particular grades 9 — 12.
- Create, organize, and participate in information events for parents and students.
- Maintain working relationship with key colleges and admissions professionals, visit colleges regularly to create new relationships and maintain existing relationships.
- Organize college visits for 10th and 11th grade at defined times during the school year, including preparation of students and selection of colleges.
- Meet individually with each student and parents to build a relationship and help generate a list of potential colleges and possibilities worldwide minus Germany.
- Compose letters of recommendation with teachers input for all students.
- Write recommendations and mentor teachers on writing recommendations. Work closely and collaboratively with faculty and staff.
- Review students' personal statement essays.
- Keep and publish a calendar of relevant tests and support test administration for ACT, SAT and SAT II subject test and coordinate with subject departments on AP exams for AP courses (including German).
- Coordinate and create testing plans for each student and ensure that students understand score reports and the implications of test results.
- Coordinate Test Prep instructors and maintain weekly contact.
- Track student ACT scores to meet NYS High School diploma requirement.
- Maintain records of data relevant to each student's process. Create data reports, detailing student admission outcome.
- Update and prepare transcripts for all students in grades 9-12.
- Manage the online submission of student and faculty materials.

- Advise students and families on the basics of need- and merit-based financial aid
- Coordinate with GISNY faculty responsible for advising on German universities to provide a holistic perspective on colleges for GISNY students and parents.
- Cooperate with other German Schools in North America on college advising, use best practice and establish a “networking for students” for the respective high schools of German Schools in North America with the focus on colleges and college preparation.
- Help improve ACT/SAT Scores, consult about community services hours,
- Shadow Week
- Coordinate school awards for 11th and 12th graders
- Any other duties as assigned by the Administrator/Business Manager.

REQUIRED EXPERIENCE & QUALIFICATIONS

- Master’s Degree preferred.
- Attention to detail and superior writing skills.
- Excellent interpersonal skills to work effectively with a diverse group of people including students, families, and faculty.
- Excellent organizational and time-management skills and ability to manage multiple projects simultaneously.
- Understanding of and insight into cultural differences.
- Strong network into the admissions community and eco-system; demonstrated knowledge of and familiarity with college admissions offices and personnel.
- Computer literacy in a Windows environment with Word, Excel and database software plus Blackbaud.
- English native speaker.
- German language skills.

REQUIRED CERTIFICATES, LICENSES & CLEARANCES

- Mandatory trainings
- Background Check / Fingerprinting

PHYSICAL DEMANDS & WORKING ENVIRONMENT

- The usual and customary methods of performing the job’s functions require the following physical demands: Able to sit or stand for extended periods of time, light lifting of supplies and materials.

FLSA Status: Part Time Exempt

Hours: 15 +

Regular hours: min 3 office days

Starting date: August 3rd 2021.

Please send your CV and motivational letter to employment@gisny.org

+ = excluding lunch break

* = including lunch break

Included is at least a 30-minute lunch break between 11:00 a.m. and 2:00 p.m.

for shifts six hours or longer that extend over that period and 45-minute meal break at the time midway between the beginning and end of the shift for all shifts of more than six hours starting between 1:00 p.m. and 6:00 a.m.

Additionally a 20-minute meal break between 5:00 p.m. and 7:00 p.m. for workdays that extend from before 11:00 a.m. to after 7:00 p.m. should be taken into consideration.