

ARCHDIOCESE OF INDIANAPOLIS

JOB DESCRIPTION

College Counselor

I. IDENTIFYING INFORMATION

Position Title:	College Counselor
Location:	Bishop Chatard High School
Status:	Full Time
FLSA:	Exempt
Reports to:	Director of School Counseling
Supervises:	n/a

II. PRIMARY FUNCTIONS

The College Counselor advances the mission through those programs and services which assist students and parents in career and college planning, academic placement, adjusting to school, personal and family problems, and developing a sense of self-worth, accomplishment and general well-being.

III. POSITION CONTENT

A. Students & Families

- Assist individual students and parents (at the family's request) in the college search application, financial aid and selection process
- Create, organize and conduct sessions, occasionally in the evening, for parents and students for all grades that focus on specific aspects of college planning, admissions and financial aid
- Work with the English department to assist students on topics including (but not limited to) essay and resume writing
- Prepare and disseminate information on college match programs, the application process, and financial aid
- Complete all application documents for students' college applications including transcripts, letters of recommendation and school reports
- Oversee the distribution of college information including the selection of nominees for specific scholarships

B. College Communication and Professional Development

- Oversee the development and maintenance of a fall calendar of college representative visits to Bishop Chatard High School
- Act as NCAA and NAIA eligibility center liaison
- Meet with college representatives who visit Bishop Chatard High School
- Participate in local college fairs and publicize the events to students and parents
- Attend workshops, conferences and/or information sessions for college-related information

C. Operational duties

- Collaborate with administrators to secure speakers for postsecondary and career options
- Compile annual senior scholarship awards and create corresponding slideshow for honors night
- Assist marketing director with data for annual school profile report
- Other duties as assigned, including, but not limited to:
 - Summa Program
 - College and Career Course Assistance / Guest Speaking
 - AP Testing Coordination
 - Crisis Assistance

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills
2. Ability to organize and manage workload to meet deadlines
3. Attention to detail, meticulous record keeping skills
4. Self-motivated. Ability to work with minimal supervision

- 5. Ability to organize and manage workload to meet deadlines
 - 6. Ability to handle multiple projects and priorities simultaneously
 - 7. Willingness to foster the Church's mission
- B. EDUCATION, TRAINING, AND/OR EXPERIENCE
- 1. School counselor license, or candidate working toward a license, is preferred
 - 2. Proficiency with Microsoft Office / Google Suite products
 - 3. Valid driver's license required

V. WORKING ENVIRONMENT

- a. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
- b. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
- c. Background screening required
- d. Must be able to sit or stand for extensive periods of time and navigate through the office
- e. Must be able to function within a moderate noise level office environment

Date of job description: 02.25.25

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

updated 02.25.25