

Career & College Guidance Position Description

The College and Career Guidance Counselor will serve as lead for this area. He/She will provide career and college guidance to VCS students and families. He/She will assist our students and families in effectively navigating through this landscape with the expressed goal of placing the student in a college or career after high graduation that matches their interests, gifts, talents, and abilities.

The job responsibilities include, but are not limited to:

- Creating, developing, and overseeing a College and Career Guidance Center framed around our students knowing their gifts and following God's leading for them post-HS.
- Applying a flexible working schedule to assure evening, weekend, and morning workshops are offered to meet the needs of faculty, students, parents, and VCS community members.
- Willingness to develop and oversee a comprehensive 7-12 College & Career Guidance program.
- Conducting regular outreach efforts including workshops and presentations to classes, students, families, colleges, and businesses.
- Developing strong relationship with VCS faculty; targeting key faculty who may assist in attaining goals.
- Developing a strategy that demonstrates visibility and effectiveness of this position to our community
- Growing and maintaining the College and Career Guidance Center.
- Organizing and overseeing college visitations.
- Organizing campus visitations from colleges, universities, career reps, and ministries.
- Providing multiple counseling sessions for 7-12 students.
- Assuring students and families are working together toward the post-HS placement of student.
- Disseminating employment and internship opportunities to appropriate faculty, organizations, families, and students.
- Assuring comprehensive knowledge of Naviance.
- Participating in employer development activities including employer visitations, advisory boards and on-campus recruiting, and the development of job and internship leads
- Researching, evaluating & maintaining online resources for a variety of career issues, academic majors and career fields
- Providing consultation and organization assistance to departments in their development of major specific career related events
- Collaborating on the development and enhancement of College and Career Development Center web sites; integrate technology into daily operations, programs and presentations; Instruct key faculty in the use of Naviance.