

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### COLLEGE AND CAREER CENTER COORDINATOR

**SALARY SCHEDULE: SSP-7**

**QUALIFICATIONS:**

- (1) Associates Degree or higher. Prefer background in Guidance or English

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the rules and regulations for state funding as it applies to Florida Bright Futures Scholarship Program (FBFSP) and Florida Student Assistance Grant Career Education (FSAGCE). Strong computer and web skills required. Candidate must possess strong interpersonal skills working with students, adults, volunteers, and business partners. Candidate must possess a strong understanding of the college admission process and requirements.

**REPORTS TO:**

Cost Center Head or designee

#### JOB GOAL

The Career Center Specialist will assist students with their college, career and employment searches. Students will be able to find a wide variety of resources on colleges, careers, scholarships, financial aid, part-time and full-time employment opportunities, and SAT, ACT, and other test registration. The goal of the College and Career Center is to help students make informed career decisions about their post-secondary plans, which may include four-year colleges, two-year colleges, technical schools, apprenticeships, military, full-time employment, or gap year opportunities.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Interview students applying for grants and scholarships.
- \* (2) Prepare files for the Scholarship Committee.
- \* (3) Enter information electronically for State and Federal funding and transmit electronically.
- \* (4) Monitor and develop Bright Futures Scholarship Program.
- \* (5) Attend workshops and/or conferences with regard to financial aid as assigned.
- \* (6) Use Excel for creating and updating worksheets used for student records.
- \* (7) Coordinate and facilitate training of volunteers to work one-on-one with students.
- \* (8) Coordinate college visits at school.
- \* (9) Update website with scholarship opportunities.
- \* (10) Update "Cafeteria Communication" system with college/career information.
- \* (11) Assist students with:
  - o Planning/action timeline
  - o Career exploration/assessments
  - o Test preparation
  - o College application process
  - o College essay assistance
  - o Local College & Career Programs

- Financial aid
  - Scholarship Opportunities For Juniors & Seniors
  - High school academic planning
  - Community service/volunteer opportunities
  - Resume writing
  - Interview tips/practice
  - Bright Futures
  - ASVAB testing
  - Upcoming career talks
  - Important SAT & ACT deadlines
  - Volunteer Opportunities
  - Job Opportunities
  - Summer Opportunities
  - Leadership Opportunity
  - Internship Opportunities
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
  - \* (13) Provide for a safe and secure workplace.
  - \* (14) Model and maintain high ethical standards and confidentiality.
  - \* (15) Follow attendance, punctuality and proper dress rules.
  - \* (16) Maintain confidentiality regarding school matters.
  - \* (17) Communicate effectively with staff, students and parents.
  - \* (18) Keep supervisor informed of potential problems or unusual events.
  - \* (19) Respond to inquiries and concerns in a timely manner.
  - \* (20) Prepare all required reports and maintain all appropriate records.
  - \* (21) Follow all School Board policies, rules and regulations.
  - \* (22) Exhibit interpersonal skills to work as an effective team member.
  - \* (23) Demonstrate support for the School District and its goals and priorities.
  - \* (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities