



## *HESPERIA COMMUNITY SCHOOLS*

96 S Division

P.O. Box 338

Hesperia, MI 49421-0338

Superintendent Phone: (231) 854-6185, Fax: (231) 854-1586

Website: [www.hesp.net](http://www.hesp.net)



**Posting Date: June 18, 2024**

**Position: College and Career Readiness Advisor**

**Starting Date: 2024/2025 School Year**

**Hours: Full Time**

**Rate: \$42,407**

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of, or Equivalent to a Bachelor's degree or higher.
- Demonstrated experience working with diverse student populations.
- Demonstrated communication skills and resourcefulness in working with a broad range of students, staff, administrators, employers, parents and the community.
- Must be computer literate
- The ability to organize short and long term duties and responsibilities is important. This position deals with a wide variety of tasks and requires good prioritization and organization.
- Experience as a college advisor or career counselor

### **Primary Responsibilities: Other duties may be assigned**

- Interact with students and parents and provide both groups resources and information about postsecondary education, college, and careers.
- Assisting students with interpreting information they receive from colleges and providing them with information and resources to make the best educational and financial decision.
- Assisting students with applications for college and apprenticeships
- Sharing scholarship resources and providing support to students on how to find and apply for scholarships.
- Providing information and assistance to students and families with FAFSA
- Coordinating school visits by different entities.

- Working with MCAN initiatives to organize various events during the year.
- Constructing College Fairs, Build Your Future, Decision day and other events during the year for students and families.
- Bringing guest speakers into the secondary programs to discuss different facts of CCR.
- Participate in graduation preparation and ceremony
- Conducts career lessons and workshops

### **Events**

- Coordinating with college representatives from Michigan public and private college and universities to set up informational presentations for students (juniors and seniors)
- Coordinating with the trades to set up informational presentations for students
- Hosting a FAFSA Night event for parents and seniors with a presentation about FAFSA and open forum for questions and support.
- Organizing college campus tours and skilled trades visits.
- Decision Day
- Other events TBD.

### **Data and Resources:**

- Creating presentations, resources, informational guides, videos, and tutorials for:
- Applying to college or for skilled trades opportunities
- Creating an FSA ID/Starting FAFSA application
- Navigating scholarship website
- Applying for jobs and doing a career search using Workforce RESA, Indeed, and MIJobs
- MI Works (SEMCA) workshops

### **Knowledge, Skills and Abilities:**

- Must be eligible to work in the United States
- Must have the ability to effectively communicate and work with students, staff, parents, and community

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The employee must occasionally lift and move up to 25 pounds in supplies, which requires bending, stooping and lifting.
- The employee must be able to use a variety of instructional materials in the classroom.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about the assigned locations unaided during the day.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The noise level in the work environment will vary and can range from soft to loud. Often the noise level in the work environment will be moderate to loud.
- The employee is required to interact with students, staff, parents/guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

**Terms and Conditions of Employment:**

- 42 Weeks
- This is a non-union position

**Apply to:** Chad Paine, High School Principal  
Hesperia Community Schools  
96 South Division  
P.O. Box 338  
Hesperia, MI 49421-0338

**Telephone:** 231-854-6475 ext. 7671  
**Fax:** 231-854-1586  
**E-mail:** [painec@hesp.net](mailto:painec@hesp.net)

**Application  
Deadline:** Until filled