



Academic Advisor

Position Profile

Provides group and individual advising to students and parents regarding all areas of college guidance, including, but not limited to, goal focused high school academic planning, college entrance exams and preparation, college search, research, introductions, visitation and selection.

General Responsibilities

- Advises students regarding educational issues such as course and program selection, class scheduling, dropping/adding classes and college/career planning
- Serves as the liaison between higher education, vocational partners and OCS
- Creates and submits materials to colleges in support of college applicants, including transcripts, references/recommendations, scholarships awards
- Maintains connections with colleges and admissions representatives including college fairs, workshops, and coordinates college visit trips
- Collaborates with the Secondary Principal to develop the master schedule
- Collaborates with High School faculty to develop and maintain community partnerships for work-study programs and internships
- Collaborates with Admission Director to review and provide input for the enrollment and placement of incoming secondary students
- Collaborates with the Principal to develop advisory lesson plans for college and career readiness standards

Students & Parents

- Helps parents and students understand and utilize the four-year plan for career and college planning
- Guides and educates students and their parents/guardians through the college application, financial aid or scholarship possibilities, and admissions process
- Guide students and others in understanding and utilizing the OCS college admission data management system
- Educate students on appropriate interviewing techniques, self-assessment tools, and application essay writing techniques
- Monitor individual student progress throughout the college application processes and provides updates on college application and scholarship information and deadlines
- Plans and conducts workshops for parents and students to discuss and identify post-high school educational plans and options



Academic Advisor

Assessment/Reporting/Development

- Oversees testing programs (PSAT, SAT, AP and aptitude instruments) and provides prep courses as applicable
- Pursue appropriate professional development, including attendance at annual conference(s) in academic guidance counseling professional organizations

Registrar Position Responsible for updating and maintaining students' academic records, attendance, class enrollments, schedules, and other details necessary to keep OCS running smoothly. Student records include, but are not limited to, attendance records, immunization records, grades, and transfer information. The Registrar handles reporting duties, takes care of transcript requests, maintains schedules, prepares documents, and informs executive administrators of possible upcoming issues.

Registrar Responsibilities

- Ensures student records are updated with new grades, attendance, finances, etc.
- Keeps student information confidential and secure
- Participates in student service committees and initiatives
- Maintains physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books
- Coordinates grading process, verification and correction of grades, and printing and distribution of report cards
- Processes and transmits requests for student information, including student transcripts for colleges and universities
- Calculates grade point averages, class rank, and prepares honor rolls
- Assists with the enrollment, withdrawals, and transfer of students and processes applicable records
- Prepares and distributes student parking passes
- Coordinates the ordering and distribution of all graduate materials, including caps & gowns and diplomas

Administration

- Reports to Secondary Principal
- Full time exempt
- 12-month position

Personal Characteristics and Skills of Applicant

- Active listening skills
- Empathetic



Academic Advisor

- Strong communication, interpersonal and relationship building skills.
- Able to give positive affirmations
- Assessment skills
- Trustworthy
- Patience and understanding
- Interpersonal skills

Qualifications

- Must be a born-again Christian and subscribe to the Statement of Faith of Oakland Christian School.
- Must be a member in good standing and maintain attendance of a local church.
- Bachelor's degree