



Montverde Academy

Company Profile: Montverde Academy is an independent boarding and day school comprised of 1300 students from over 90 countries. Our college prep curriculum ensures a 100% college acceptance rate and our students have the foundation to succeed in top notch Division I and Ivy League colleges and universities.

Job Title:

College Counseling Office Coordinator

Director of College Counseling

Job Description: Provide a full range of assistance to the College Counseling Office (CCO). The College Counseling Office Coordinator assumes duties and responsibilities from the Director of College Counseling. These responsibilities include, but are not necessarily limited to, the following areas listed below.

Responsibilities:

- Interact with students and parents to provide support for college and scholarship applications
- Assist the Director of College Counseling and School/College Counselors with upcoming projects and activities
- Maintain contact with parents and students regarding upcoming appointments and activities
- Send monthly newsletter to parents and students (juniors and seniors) with updated college visit or scholarship opportunities
- Update Montverde Academy's College Counseling Office web pages and Canvas with current information and newsletters
- Arrange appointments for Director of College Counseling and School/College Counselors with students and parents
- Organize small- and large-group sessions and meetings for students and/or parents
- Create PowerPoint presentations for Director's public presentations to students and/or parents
- Create and update forms, handouts, and tutorials to be used by teachers, parents, and students
- Work with formulas and data in spreadsheets and databases to obtain necessary statistics quickly and accurately
- Create an end-of-year report of current graduating class's statistical data to be presented to Montverde Academy's Board and administration
- Analyze data for use in internal and external publications
- Maintain CCO data (via SCOIR) for students, including current transcript uploads, parent/student personal data, and college or scholarship application records
- Maintain accurate records for student applications to ensure all materials are submitted and/or received by deadline dates
- Verify transcript accuracy at the end of each semester (starting end of junior year) before submitting transcripts to colleges or scholarship foundations
- With the registrar, assist alumni with transcript requests for employment verification or college transfer requests
- Maintain record of student testing scores via database, spreadsheet, and paper testing card (for student's permanent record file)

- Assist students with registration for standardized tests (such as ACT, SAT, TOEFL) as needed
- Keep appropriate testing materials, including pamphlets and study aids (books, videos, etc.), current and up-to-date
- Maintain accurate data on academic scholarships awarded to students from colleges
- Maintain and input information to the Florida Bright Futures Online Transcript Entry and Evaluation System
- Coordinate CAFE Wednesdays, Financial Aid Night, and other events throughout the school year
- Communicate with College Representatives and schedule fall and spring semester visits.
- Order office supplies and refreshments for College Counseling events
- Update College Profile yearly to reflect changes
- Maintain acceptance and scholarship bulletin boards
- Sort and distribute college mail to students
- Send ActiveCollab updates for upcoming college visits
- Submit service requests for department as needed

Qualifications:

- Experience with database programs and the ability to pull reports or update information within databases, primarily Canvas and SCOIR
- High proficiency in using spreadsheets and database programs to obtain and accurately interpret data
- Experience working in a complex office environment to coordinate and prioritize tasks and projects accurately
- Ability to problem solve and work independently when necessary
- Professional and effective communication in person or via written correspondence
- Experience in an academic setting is preferred
- Work effectively with upper and middle school age students, parents, and colleagues
- Assemble, organize, and prepare data for records and reports
- Strongly proficient in Microsoft Office including Outlook, Word, and Excel
- Strong organizational skills with the ability to maintain accurate records
- Maintain strict confidentiality when it comes to school business
- Willingness to learn new skills appropriate for the position
- Work in a dynamic environment dealing with a wide variety of challenges
- Ability to work under pressure while holding one's composure
- Accomplish assigned tasks with specified deadlines

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time.
- Must be able to ascend and descend stairs, as well as stoop, kneel, crouch, or crawl.
- Ability to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Constantly uses speech and hearing to communicate with a diverse population.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally moves/lifts up to 25 pounds.