



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: COLLEGE, CAREER & FINANCIAL AID ADVISOR LIAISON
REPORTS TO: Director of Curriculum & Assessment **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 2019-20 School Year
SALARY: \$1000 Stipend (Paid in two installments – one/semester)
APPROVED: _____ **EFFECTIVE DATE:** _____

JOB SUMMARY:

The College, Career and Financial Aid Advisor Liaison for the San Mateo Union High School District leads and facilitates the ongoing work of the Six College, Career & Financial Aid Advisors at all of the comprehensive high schools in the District. This position also interfaces and coordinates with the School Counseling Council as well as the Career Coordinators of the District to support the provision of a comprehensive student counseling/advising program to all students.

CHARACTERISTIC RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Attend monthly meetings at District Office (DO) with other key counseling staff
- Serve as main point of contact between DO and College, Career & Financial Aid Advisors at each individual school site, which may include relaying information at meetings or emailing out information to all involved parties as it travels from one group to another
- Organize monthly College, Career & Financial Aid Advisor meetings, email agenda before meeting and share notes with team members and DO.
- Update and maintain District College, Career & Financial Aid website.
- Promote District College and Career Fair each fall.
- Collaborate with other District School Counseling staff on the establishment of District-wide norms regarding a common College and Career *Scope and Sequence* for all students.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions above with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Bachelor's Degree
- At least three years of College, Career & Financial Aid advising for high school students

KNOWLEDGE OF/ABILITY TO:

- Exercise sound judgement with procedural and policy guidelines.
- Provide customer service.
- Ability to take initiative to complete duties proactively and work under varying deadlines.
- Ability to analyze support/advising systems and make recommendations.

- Excellent communication skills both orally and in writing.

PHYSICAL REQUIREMENTS:

- Stamina sufficient to sit, stand or walk for long periods of time.
- Vision sufficient to read fine printed materials and computer-generated information and data, as well as computer terminal displays.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to write legibly and to use standard office equipment and supplies, and to manipulate both single sheets of paper and large document holder (binders, manuals, etc.).
- Stamina to lift, reach with hands and arms, bend and grasp in order to file and retrieve materials.
- Move, lift and/or carry up to 30 pounds.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must have a valid CA Driver's License.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.