

**THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER  
GUIDANCE COUNSELOR (COLLEGE & CAREER FOCUS)  
ST. LAWRENCE SEMINARY**

Reports To: Academic Dean / Principal  
Date: 4/22

Department: Student Programs  
FLSA: Exempt

**POSITION SUMMARY**

The Guidance Counselor role is responsible for providing a full range of student services including but not limited to, academic and personal advisement along with college and career counseling. The guidance counselor serves a diverse ethnic, socio-economic and multicultural population of students and families. The candidate must positively engage students, parents and faculty members in furthering holistic student growth and the mission of St. Lawrence Seminary High School.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- In collaboration with department colleague(s), provide academic, college and personal counseling to further the holistic growth of each student.
- Assist students in the college search and admission processes.
- Consult with teachers, counselors and parents to meet the college planning needs of students.
- Maintain and distribute information on colleges, scholarships, financial aid and FAFSA.
- Write official school recommendations for seniors.
- Make presentations to parent and student groups on all aspects of college admissions.
- Be aware of issues and trends in college admissions.
- Keep current about specific colleges and universities and their programs.
- Maintain a positive relationship with the Province of St Joseph's vocation director.
- Maintain a positive working relationship with the post-secondary institutions.
- Maintain a positive working relationship with military recruiters.
- Work in collaboration with department peers and Academic Dean/Principal in setting dates in the academic calendar for all standardized testing, college fairs and visits.
- Coordinate college and university representative visits to the SLS campus.
- Be responsible for securing materials, organizing and conducting all standardized testing for current students. Examples include but not limited to: PSAT, SAT and ACT testing.
- Beginning with current SLS sophomores, hold sessions for students that detail college researching, college admissions, college application and financial assistant.
- Work with department peers in maintaining Naviance.
- Be available for individual consultations with students, parents, guardians and scholarship agencies.
- Coordinate the efforts of receiving and processing college application materials.
- Prepare reports to Administration on post-high school planning efforts.
- Track and report financial aid / scholarship awards of seniors.
- Able and willingness to assist department colleague(s) in serving student needs for mindfulness, coping tools and related positive mental health influences.

- ❑ Be a visible and engaging staff member to students and staff throughout campus.
- ❑ Collaborate in furthering the mission and goals of the Seminary.
- ❑ Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- ❑ Others duties as assigned by Rector/President or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and in collaboration with others.
- Ability to successfully manage several tasks simultaneously and with interruptions.
- Ability to work flexible hours and some weekends.
- Effective relational, pastoral and public speaking skills.
- Excellent time management, problem solving, organizational, and verbal and written communication skills.
- Professional demeanor and appearance.

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor’s degree required; Master’s degree preferred.
- Minimum of 5 years experience preferred.
- Experience in multicultural and ethnic settings.
- Appreciation of the mission and a belief in the value of the spiritual and human development ministries.

WORKING CONDITIONS

- Required to maintain a clean, professional and safe work environment.
- Work a flexible schedule.
- Some travel may be required

APPROVED BY:

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Department Director/Date

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Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position of Guidance Counselor (College & Career Focus) – St Lawrence Seminary. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Business Office will be considered the official job description.

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Employee Signature/Date