

<b>Job Title:</b>	College Resource and Testing Coordinator	<b>Full-Time</b>	X
		<b>Part-Time</b>	
		<b>Other</b>	
<b>Reports to:</b>	Vice Principal of Academics	<b>Job Description</b>	Mary Neil
		<b>Author:</b>	

*Founded in 1966 and sponsored by the Brothers of the Christian Schools, La Salle is a co-educational Catholic high school community, emphasizing rigorous college-preparatory curriculum and dedicated to a safe and loving environment. Students are challenged to fulfill their spiritual, academic and social potential in order to meet the demands of an ever-changing society. La Salle is especially committed to providing increased opportunities for economically marginalized youth.*

### Job Description and Essential Duties

#### SUMMARY

Under the direction of the Vice Principal of Academics, the Testing and College Resource Coordinator/ Counseling Assistant maintains the database of information related to the Naviance/Family Connection and Scoir platforms, which includes updating and uploading student test scores, uploading and sending student transcripts to colleges and universities, letters of recommendation, secondary school reports and other information related to student achievement and the college application process. In addition, provides administrative support for the Counseling Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

#### Testing Coordination:

- Coordinate PSAT (Fall) and Advanced Placement (AP) registration and testing (Spring).
- Coordinate SAT Prep Classes (Fall & Spring)

#### Data Entry:

Responsible for performing all data entry into the college counseling Naviance/Scoir database. Update email addresses on students, ACT/SAT test scores and PSAT scores, upload transcripts and related documents, and process and send letters of recommendation in order to be able to transmit electronic files. Maintain strict level of confidentiality regarding personal and academic information stored in the database. Maintain the scholarship database in Naviance and Scoir systems, including the retrieval and organization of scholarship information for students and families and posting information via email, bulletin boards and on the website. Work with counseling team on compilation and distribution of summer mailer. Assist Registrar with preparing materials for Back to School Night, Parent Teacher Conferences and Forecasting

#### College Counseling:

Coordinate with counselors college rep visits (JET, Mock Admissions, Instant admit days). Assist in planning and coordination of college nights with counseling team. Organize financial aid information packets for financial aid night for students and communicates information to student/families through email; retrieve and organize scholarship information for students and families and posts information via email, bulletin boards and websites; organize financial aid

information packets for financial aid night; print and collate various college handbooks, materials and classroom presentation handouts for students and parents. Manage and distribute college mail and scholarship info to appropriate stakeholders. Track college related date: End-of-year report  
Collect and share resources for scholarships, student internships and jobs. Serve as liaison for OSAC. Work with Alumni department to coordinate Career Chats. Create and update college counseling materials using social media platforms and appropriate internet resources.

**Administrative Support:**

Provide administrative support for the Counseling Office. File individual test scores (PSAT, MAP, AP, etc.), college literature and related office materials; sort and file the mail; create student lists for testing sites, determine proctors and locations; create and print pre-testing and post-testing information to faculty, students and parents; establish and communicate college visitation schedule to students and families through email, website and daily announcements; greet visitors to the counseling center; process and send transcripts and letters of recommendation for seniors as requested; answer the phone in the counseling center, taking messages when necessary. Has responsibility for maintaining bulletin boards, display racks, supplies and forms. Create, track and distribute results from grade-level surveys. Represent Counseling Department at weekly calendar meetings

**Contact Information**

- Anastasia Mickelson , Executive Assistant to the Principal

11999 SE Fuller Rd.

Milwaukie, Oregon 97222

Phone: 503 353-1431

Fax: 503 659-2535

As a Catholic institution and ministry of the Catholic Church, employees are expected to be engaged and support the faith formation mission component of the school, as well as respect the formation of those beliefs with our students.

**Skills and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed 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. Position requires some evening and weekend engagements. Willingness to flex hours when necessary to fulfill the position requirements.

**SKILLS**

- Demonstrated experience in database systems management, preferable Naviance/Family Connection and Scoir.
- Experience in a school-related or non-profit administrative work environment.
- Demonstrated intermediate to advanced computer skills, especially a demonstrated proficiency in Microsoft Office Suite including Word, Excel and Outlook.
- Ability to cooperate as a “team” member with other counselors in a work environment as well as with other school colleagues and administration in an effort to meet key initiatives.

- Strong organizational skills required in order to maintain visitation schedules and meet strict deadlines for submission.
- Detail oriented and ability to work under time sensitive deadlines; ability to multi-task, prioritize and follow through on a variety of concurrent projects that can be highly confidential.
- Strong oral and written communication skills.
- Ability to project a strong sense of confidence while interacting professionally with students and parents on a daily basis, reflecting an interest in them and a desire to assist them with their needs.

**REQUIREMENTS**

- Ability to attend and assist with a few, select evening and weekend activities.
- Must have reliable transportation available daily to complete work-related tasks within the Portland-metro area.
- Most tasks to be completed in a typical office setting (long periods of sitting). Setting up for a wide variety of events and activities will require extended time standing as well as lifting and carrying heavy items (i.e. tables, chairs, couches, supplies, etc.). General weight requirements will fall 20 pounds or less, but on occasion, may be more.

**Education and Experience**

**MINIMUM EDUCATION and/or EXPERIENCE**

- Associates Degree (or above) in business or communications related field.
- Prefer demonstrated experience of 1-3 years in a related endeavor.
- Demonstrated experience in handling highly confidential, time sensitive materials
- Citizenship, residency OR work visa in United States required

**Other Info**

Please email to [amickelson@lsprep.org](mailto:amickelson@lsprep.org) Cover letter, CV/resume, and references required.