



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: GO Center Advisor

Salary Block: 304

Reports To: Director of Guidance/Counseling & Principal

Terms of Employment: 202 Days

Exemption Status: Exempt

Primary Purpose:

Serve as a higher education advisor to high school students in cooperation with the Director of Guidance and Counseling, the Coordinator of Guidance and Counseling, and the campus high school counselors, according to the Texas Higher Education Coordinating Board (THECB). Promote higher education, college readiness, scholarships, and maintain open communication among all SISD stakeholders. Adhere to federal and state laws as well as, district policies, procedures, and regulations.

Qualifications:

Education/Certification:

- Bachelor's Degree (preferred)
- Valid Driver's license

Special Knowledge/Skills:

- Knowledge of college admissions or financial aid office or related areas to prepare students for college (preferred)
- Ability to communicate effectively (verbal and written) and deliver persuasive presentations to individuals and groups
- Ability to organize and set priorities to manage workload and complete projects in a timely manner
- Proficient in software programs, websites, and the internet

Major Responsibilities and Duties:

1. Promotes the campus "Go Center" to include student records, college, and scholarship presentations
2. Assists students with college and scholarship applications
3. Facilitates district career programs
4. Promotes higher education
5. Promotes and assists students and their parents in completing the Free Application for Federal Student Aid (FAFSA)
6. Promotes and conducts financial aid fairs, college admission workshops, and campus college week
7. Works with the Director and Coordinator of Guidance and Counseling to develop short/long-term goals
8. Establishes and maintains a positive relationship with colleges, universities, and technical schools to promote college applications
9. Assists campus' counseling staff in registering and tracking student assessment and college readiness exams
10. Promotes and conducts student tours to colleges and universities
11. Acts as a liaison to the Socorro ISD Education Foundation
12. Submits scholarship reports as requested by the Department of Guidance and Counseling
13. Develops and maintains a longitudinal database of post-secondary educational funding yearly
14. Ensures that *Apply TX* and the *Pre-Assessment Activity Module (P.A.A.M.)* are administered and completed for all prospective Dual Credit students.

GO Center Advisor

15. Maintains a professional level of confidentiality concerning personnel and students.
16. Participates in a minimum of two continuing education programs each year.
17. Upholds and adheres to safety rules and policies of the SISD safety program.
18. Supports the goals and objectives of the school district and follows all district policies.
19. Demonstrates the ability to attend work on regular and routine basis to avoid disruption to district operations.
20. Demonstrates a high level of independent, ethical, and professional conduct.
21. Performs any other duties assigned by appropriate supervisor.
22. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Must be able to communicate, listen, read, write, and comprehend the English language sufficiently to use it easily and readily in daily communication.

Physical Demands/Environmental Factors: Maintain emotional control under stress; repetitive hand wrist motions and prolonged use of computer; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact, the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.