



Position Title: **College Advising Coordinator for Student Services**

Last Updated: June 2025

Reports To: Director of College Advising

Status: Non-Exempt-Hourly  
Permanent Full-time

Schedule: 11 Months-(month of July off); 40 hours per week Monday through Friday, half day Wednesday of Class Saturday weeks; Actual hours will be assigned per the needs of the department  
Some weekend and special event coverage as necessary; May include some Class Saturdays and occasional hours for special events or specific college admission deadlines

Benefits: Full benefit eligibility  
Tuition Remission Eligible - No

**Summary Description:**

The College Advising Coordinator for Student Services' primary function is to ensure a smooth flow of the office operations, and the effective management of student records related to the college admission process.

**Essential Functions:**

- Greet students, families, college representatives, and visitors
- Schedule student appointments for each of the four advisors
- Arrange for Williston visits with perspective colleges from around the country and coordinate schedule
- Schedule student appointments for the approximate 125 college representatives that visit campus during the fall and set up and manage visits, including virtual visits, as needed
- Proofread college recommendations written by college advisors
- Proofread and upload all teacher recommendations and train new faculty as needed, and manage requests
- Manage bulletin boards, weekly update postings, and TV monitor in office
- Plan, coordinate, and direct all events, fairs, virtual events and workshops as part of Williston's college advising service
  - Williston College Fairs
  - Junior College Kick-Off
  - Parents' Weekend Fall/Spring College Advising Sessions
  - Mock College Interview Program
  - Essay Writing Workshops
  - Parent Programs
  - Special Assemblies
  - College Advising Classes
  - Student Interviews with Colleges
- Manage and account for all travel expenses for college advisors
- Update and maintain college advising budget book
- Perform general office duties including fielding phone calls, general correspondence, filing and record keeping
- Oversee office supply inventory
- Manage all communication and outbound mailings, publications, school profile and other pertinent documents
- NCAA coordinator for Williston, processing requests and follow-up documentation for student athletes

Essential Functions, continued:

- Serve as System Administrator for College Tracking System, *SCOIR*
  - daily maintenance and updating of database/system
  - upgrade, and installation support
  - correspond with *SCOIR* support department; troubleshoot problems and issues for office
  - primary resource for instructing faculty, staff and students on the workings of the *SCOIR* system
  - import data from Williston's student database to *SCOIR*
  - export data from *SCOIR* into spreadsheets, reports, etc. for statistical analysis
  - transfer agent for all SAT and ACT testing scores, and other encrypted data into *SCOIR*
  - run all reports and queries, and scan and upload transcripts and other Williston data into *SCOIR*
- Communicate with designated college representative regarding the status of Williston applicants
- Troubleshoot problems and issues with office machinery including printers, copy machines, computers, and telephone system
- Track and maintain all memberships relative to the college advising office; process timely annual renewals to business office
- Research historical data for statistical reports
- Design and create appropriate forms and pamphlets for use by college advisors
- Prepare presentations and other communication materials as required by the college advising operation
- Maintain all individual student files on Google Drive for college advisors
- Update student transcripts with awards and prizes
- Process transcripts for all students and alum and send to colleges/NCAA
- Manage scheduling of Plimpton Classroom, updating reservation calendars
- Use Veracross to update/maintain student records
- Work with Registrar to update student transfer transcripts

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed/assigned by the Director of College Advising

Qualifications:

- Bachelor's Degree preferred
- Five years similar experience, preferably with direct experience/knowledge of independent boarding schools
- Must be able to work intuitively and independently as well as part of the College Advising team
- Strong organizational skills for multi-tasking and prioritizing responsibilities in a fast paced environment
- Demonstrated writing, interpersonal and communication skills in order to successfully interact with diverse staff, Faculty, students and other constituents of the School
- Excellent computer skills with solid working knowledge of Word, Excel, Internet search applications and Microsoft applications; knowledge of *SCOIR* a plus
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Sensitivity to confidential information
- Solid working knowledge of Word, Excel, Internet, knowledge of Naviance a plus

- Positive appearance, attitude and presentation with a strict sense of confidentiality and a commitment to customer service
- Work effectively with colleagues and students by practicing good attendance and punctuality, respect for deadlines, collaborative problem solving and honest communication
- Must possess valid driver's license
- Regular consistent attendance and punctuality is required as a condition of employment

**Physical Qualifications:**

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

**Working Environment:**

- The work environment is usually moderately quiet; however, variations in noise level may occur when employees attend school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

**Limitations and Disclaimer**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.