



Fremont Public Schools Administration

450 E. Pine Street
Fremont, MI 49412
Phone: (231) 924-2350
Fax: (231) 924-5264

College and Career Readiness Advisor Fremont High School 2024-2025 School Year

Posting Date: July 17, 2024

School Year Employee

Pay Based on Experience

Qualification Requirements:

- Possession of, or Equivalent to a Bachelor's degree or higher.
- Demonstrated experience working with diverse student populations.
- Demonstrated communication skills and resourcefulness in working with a broad range of students, staff, administrators, employers, parents and the community.
- Must be computer literate
- The ability to organize short and long-term duties and responsibilities is important. This position deals with a wide variety of tasks and requires good prioritization and organization.
- Experience as a college advisor or career counselor

Primary Responsibilities: Other duties may be assigned

- Interact with students and parents and provide both groups resources and information about postsecondary education, college, and careers.
- Assisting students with interpreting information they receive from colleges and providing them with information and resources to make the best educational and financial decision.
- Assisting students with applications for college and apprenticeships
- Sharing scholarship resources and providing support to students on how to find and apply for scholarships.
- Providing information and assistance to students and families with FAFSA
- Working with MCAN initiatives to organize various events during the year.
- Constructing College Fairs, Build Your Future, Decision Day and other events during the year for students and families.
- Bringing guest speakers into the secondary programs to discuss different facts of CCR.
- Conducts career lessons and workshops
- Coordinating with college representatives from Michigan public and private college and universities to set up informational presentations for students (juniors and seniors)
- Coordinating with the trades to set up informational presentations for students
- Hosting a FAFSA Night event for parents and seniors with a presentation about FAFSA and open forum for questions and support.
- Organizing college campus tours and skilled trades visits.
- Decision Day

APPLICATIONS: Submit written letter of application and resume to:
Scott Sherman, Principal
Fremont High School
5421 S Warner Ave
Fremont, MI 49412
Or by email to ssherman@fremont.net

Approved by: Brad Reyburn, Superintendent

Dated: July 17, 2024