

Student Services Secretary-College and Career



JOB SUMMARY:

This role provides essential clerical support to the Transition Dean and Post-Secondary Counselors. You will serve as a central coordinator for college and career programming, ensuring that students, families, and industry partners are connected through efficient data management, event logistics, and digital communication.

ESSENTIAL JOB FUNCTIONS:

- Clerical support for the Transition Dean and Post Secondary Counselors.
- College and Career Visits
 - Assist with managing and coordinating student athletic, military, career and University representatives visits.
 - Assist with technology needed for University representatives visits.
 - Track and enter student attendance into the Student Information System.
 - Assist in promoting and communicating University visits with students and families.
- Technical Support
 - Support the departmental digital presence including social media platforms and district website, draft promotional fliers, support the college and career readiness platform.
 - Assist with student, staff, and parent use of the district college and career readiness platform.
 - Maintain a database of early graduates.
 - Manage the logistics of reserving campus facilities and schedules to ensure all meetings and events are supported.
 - Assist with the maintenance of data in the student information system.
- Industry Partner Engagement
 - Maintain an accurate industry partner database in district college and career readiness platform.
 - Assist in recruitment of key stakeholders to enhance internship, job shadow and apprenticeship opportunities.

- FAFSA
 - Assist with tracking, entering and updating the FAFSA tracker in the college and career readiness platform.
 - Receive and enter FAFSA non-participation waivers into college and career readiness platform.
- College of Lake County
 - Partner with the College of Lake County (CLC) Navigator to coordinate and promote shared events across both the College and Career Center (CCC) and CLC campuses.
- Senior Scholarship and Awards Night
 - Assist in planning and managing events.
- Tech campus
 - Assist the intake and approval process for Tech Campus Applications.
 - Facilitate communication and resource sharing with clerical teams at the Tech Campus.
- Provide backup support for the reception desk by routing phone calls as needed.
- Perform all other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Proficient in Microsoft Office and Google Workspace.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

TERMS OF EMPLOYMENT:

- 10 months
- Level B \$23.57/hr; 13 sick days and 3 personal days; Medical, Dental, Vision and Life Insurance Benefits.
- Location: Almond Campus

WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER

Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use

of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Updated 4/10/2026