

Carson City-Crystal High School

213 E. Sherman St

Carson City, MI 48811

Kaleb Farnham - 9-12 Principal, Athletic Director

kfarnham@cccschools.org

(984) 584-3138 ext. 3228



JOB POSTING

Job Title: College and Career Advisor (Part-Time or Full-Time)

Reports To: Kaleb Farnham, 9-12 Principal, Athletic Director

Posting Date: 10.13.2025

Closing Date: Until filled.

Wages/Benefits: Negotiable.

Qualifications:

- Bachelor's Degree from an accredited college or university.
- Experience working with youth, especially those from diverse backgrounds.
- Strong planning and organizational skills with the ability to manage multiple projects.
- Creativity and initiative in developing new programs.

Essential Responsibilities:

- Meet 1:1 with every senior student, once in the fall and once in the spring, to determine a post-secondary plan
- Guide students through the development of academic and career goals
- Schedule and host college, career, and military representative visits during the school day
- Plan and chaperone campus visits to close colleges
- Host workshops for college and career readiness preparation (college applications, Match and Fit, resumes, personality assessments, interviewing skills)
- Celebrate and recognize MCAN's 3 College Bound Michigan Initiatives: College Application Month, College Bash Campaign, and Decision Day
- Assist with planning and hosting a College and Career Fair in the winter/spring
- Work with the district's student advisors weekly to assess goals and plan for future events/tasks
- Bring in local career and college reps into 6th-11th grade classrooms during FLIGHT hours to discuss future career ideas in an interactive and engaging presentation (For example, MSU Vet Med, MCC Welding, Preferred Credit Union for money talks, Mi Student Aid)
- Manage School-to-Work Program
- Manage the job shadowing program
- Host events such as: College and Career Fair, Reality store, FAFSA Nights, senior portfolios, etc.

If interested in this position, please send your resume, an introductory letter, and professional references to:

Kaleb Farnham

9-12 Principal | Athletic Director

Carson City-Crystal Area Schools

kfarnham@cccschools.org

The Carson City-Crystal Area School District is an equal opportunity employer and does not discriminate in its educational policies or practices on the basis of race, religion, color, sex, national origin, or handicap.

In keeping with Title IX of the 1972 Educational Amendments and other legislation affecting treatment of students and employees, it is the policy of the Carson City-Crystal Area Schools not to discriminate with regard to employment, the educational program or school activities on the basis of gender, race, religion, age, creed, color, national origin or disability. Inquiries regarding compliance with Title IX may be made to the Superintendent of Schools (9895843138) or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

