



JOB DESCRIPTION

College Information Specialist

DEPARTMENT: Schools	SCHEDULE: 114
REPORTS TO: Principal; Director of School Counseling	WORKDAYS: 190
CLASSIFICATION: Classified	FLSA STATUS: Exempt
PCS CODE: 43	DATE: September 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, supports students' college preparedness, manages the dissemination and interpretation of college opportunities, and facilitates post-secondary planning with students. Develops, plans, and coordinates the activities of the College Information Center.

MINIMUM REQUIREMENTS

Education:

Bachelor's Degree in counseling, education, or a related field.

Certification/License:

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

One (1) to two (2) years of experience in education, working with adolescents, or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- In-depth knowledge of college admissions, post-secondary options, financial aid, and scholarships available to high school students.
- Knowledge of state and federal laws, guidelines, and compliance requirements applicable to the position.
- Proficient knowledge and use of computer applications relevant to the position, including technical proficiency in information systems management and web-based tools.

- Proficient skills in business English; proficiency in writing reports, correspondence, presentations, and other documents.
- Proficient skills in data analysis, record keeping, and dissemination of information. Excellent customer service skills with the ability to effectively communicate with students, parents, school and District staff in oral and written form.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Gathers data, analyzes, and prepares reports on college acceptance rates, scholarship awards, student outcomes, and other data to inform students' academic planning. Encourages enrollment of students into advanced and college-prep level coursework to improve post-secondary outcomes. Utilizes data trends to create action plans to facilitate increased participation in post-secondary opportunities.
- Develops a library of relevant materials and maintains an up-to-date college and career center, including digital resources and web-based access to information.
- Develops training materials and disseminates college and post-secondary information to students and families through presentations, workshops, and written materials. Shares reminders and follow-ups about registration deadlines, required actions, and required documents with families.
- Provides direct support for students, families, and staff regarding post-secondary planning. Advises students and parents individually about career-technical pathways, military options, college application processes, selecting colleges, financial aid, scholarships, and college entrance exams, etc. Interprets and communicates college admissions criteria, exam scores, and other data to inform students' academic planning. Provides transcript reviews, graduation credit checks, and interpretation of entrance examination results.
- Coordinates outreach, recruitment, and scholarship events with external college representatives and community partners. Collaborates with other college information specialists to host college fairs, seminars, information sessions, etc. Collaborates with school counseling staff on a regular basis to keep them up-to-date on college information center initiatives.
- Connects families to outside resources such as community work study and college readiness programs.
- Establishes a professional rapport with students, parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.

- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions

associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.