



College Counselor

HOW TO APPLY

Applicants should submit resume, cover letter, and four professional references by email to Patti Perfetto, Assistant to the Principal at pperfetto@olgchs.org.

DUTIES

1. Meets with all juniors and seniors in groups to discuss college planning and application procedures.
2. Meets with individual students and with parents as requested and serves as a resource for parents and students in navigating the college selection/application process.
3. Supervises the application process for all college-bound seniors and coordinates the scholarship and awards offered by institutions and organizations.
4. Acts as a liaison between Good Counsel and individual post-secondary institutions and builds relationships with these institutions.
5. Coordinate the College Fair and college meetings for parents throughout the year.
6. Stays apprised of current information regarding SAT/ACT testing and universities and colleges and makes information available for counselors.
7. Maintains resources for college planning and selection and maintains the college web site.