



College and Career Advisor

Position:

College and Career Advisor
North Hills Christian School – Salisbury, NC

School Overview:

Founded in 1967, North Hills Christian School (NHCS) is a Christ-centered, college-preparatory school dedicated to providing students with a rigorous academic program grounded in biblical truth. Our mission is to "equip the hearts and minds of students to impact the world for Christ." NHCS seeks to cultivate servant leaders who think critically, engage compassionately, and pursue excellence in faith, academics, fine arts, and athletics.

Position Summary:

North Hills Christian School seeks a College and Career Advisor to guide upper school students (grades 9-12) and their families in the college admissions process, career exploration, and academic planning. This role requires a relational, organized, and faith-driven individual who can help students identify their God-given calling and navigate their next steps beyond high school.

Primary Responsibilities:

- Provide individualized college and career counseling to students in grades 9-12, assisting with course selection, college applications, and career exploration.
- Guide seniors through the college application process, including hosting parent-student conferences, reviewing applications and essays, and writing personalized recommendation letters.
- Plan and lead college and career readiness programs, including College Application Workshops, Financial Aid Nights, Career Exploration Seminars, Career Fair and a College Fair.
- Develop relationships with college admissions representatives and schedule on-campus visits from colleges, universities, military recruiters, and trade school representatives.
- Support students in identifying and applying for scholarships and financial aid.
- Track and submit student application materials, including transcripts, recommendations, and scholarship award documentation.



- Provide students with academic advising as they plan their high school and college coursework.
- Stay informed on higher education trends and advise the upper school administration accordingly.
- Liaison with Rowan-Cabarrus Community College and NHCS for dual enrollment applications and registration.
- Provide career exploration resources and advising to students grades 9 through 12.
- Provide guidance, preparation and assistance with college entrance exams (ACT, SAT).
- Assist with special events and administrative tasks as assigned.

Key Skills & Attributes:

- A deep understanding of and commitment to the mission and vision of NHCS and the ability to mentor students from a biblical worldview.
- A pastoral heart for students, guiding them with wisdom and encouragement as they explore their future.
- Strong interpersonal, written, and verbal communication skills to effectively interact with students, parents, faculty, and external stakeholders.
- Ability to manage multiple tasks and deadlines while maintaining a high level of organization and attention to detail.
- Proficiency in college and career planning tools such as Common App, and Google Suite (or willingness to learn).
- A flexible and proactive approach to problem-solving and event planning.

Qualifications:

- A bachelor's degree in education, counseling, or a related field (Master's degree preferred).
- A minimum of 3-5 years of experience in college counseling, academic advising, or a related field.
- Strong understanding of college admissions, career planning, and financial aid processes.
- Ability to integrate Christian faith into academic and career advising.
- Experience working in a Christian school setting is preferred but not required.

Work Schedule & Environment:

- Flexible scheduling
- Occasional evening or weekend events required for college and career programming.
- Office setting within the High School; some travel may be required for college fairs and conferences.



- Must be able to sit, stand, and move between classrooms and offices as needed.
- North Hills Christian School faculty and staff affirm a Statement of Faith and are expected to uphold biblical principles in all aspects of their work.

To Apply:

Interested candidates should submit a cover letter, résumé, and references to Dr. Chris Crabtree crcrabtree@northhillschristian.com. Applications will be reviewed on a rolling basis until the position is filled.

We look forward to welcoming a passionate and dedicated College and Career Advisor to our NHCS family!

