



CENTRAL CATHOLIC  
HIGH SCHOOL

**Job Posting**

**Full-Time College and Career Advisors**

Central Catholic High School, with over 100 years of graduates, forms young men and women into disciples of Jesus Christ. Located in Toledo, Ohio we are seeking a team of full-time College and Career Advisors. Responsibilities include, but are not limited to: working with college-bound students through the application process; communicating with colleges and universities; organizing college and career fairs; working with students on post-graduation plans; and maintaining positive communication with students, parents, and administration.

Successful candidates must possess excellent communication, organizational, and interpersonal skills, as well as being a collaborative team member. The individual must be computer proficient, have knowledge on PowerSchool, Microsoft Office, and Google Suite. Applicants are required to possess a Bachelor's degree, however those with a Master's degree are preferred. All applicants must also have the willingness to support the mission and vision of Central Catholic High School. Interested candidates should send a cover letter with salary requirements and resume to the attention of Ms. Morgan Delp at [jobs@centralcatholic.org](mailto:jobs@centralcatholic.org).