**TRANSITION COUNSELOR: ROLES AND RESPONSIBILITIES**

The counselor’s primary duties entail providing intensive career advising, preparation, and planning services while connecting youth to college and career-track employment.

Specific roles and responsibilities include:

* Work with CCTA and other Back on Track students nearing graduation to make sure they take required placement tests, investigate career paths, choose and apply to colleges, and complete financial aid material
* Support students in their first year in college to choose and enroll in classes, access financial aid, understand college policies, and avail themselves of campus academic and social support services
* Offer one-on-one counseling to individual students
* Meet with students in college classes and hold informational meetings for groups of students and for students and parents
* Arrange trainings for CCTA and other Back on Track staff who need to know more about the college application process and other college procedures