

POSITION DESCRIPTION

JOB TITLE: TALENT SEARCH ADVISOR

DEPARTMENT: TRIO – TALENT SEARCH

DIVISION: STUDENT AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR, TALENT SEARCH

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/12 MONTH POSITION/PSRS RETIREMENT/GRANT FUNDED

DATE OF LATEST REVIEW/REVISIONS: NOVEMBER 24, 2020

Position Summary

The Talent Search Advisor will work predominantly with middle school or high school participants and their families to ensure that each participant is prepared academically for high school completion and/or college entry. The Advisor will provide workshops, individual advising, academic and career development activities and assistance with postsecondary admissions applications, financial aid forms, and general advisement. The Advisor will be an advocate for participants and will communicate with community agency, high school, social services, businesses, and college personnel on behalf of participants. The Advisor reports directly to the Talent Search Director.

Essential Job Duties

- Assist with identification, recruitment, and selection of eligible participants;
- Obtain and provide referrals to/from other TRIO programs, high school staff and administration, community agency staff, social service agencies, and college personnel;
- Administer and interpret appropriate diagnostic assessment measures;
- Coordinate activities and services in each target school with appropriate target school staff;
- Develop grade appropriate curriculum, workshops, and activities through the academic year for participants and their families;
- Facilitate grade appropriate workshops and activities to participants and their families during the academic year including academic issues, financial aid options, and college selection;
- Advise participants in a group or one-to-one concerning academic, career, college, and/or financial aid issues;
- Disseminate information to participants and their families, schools, community agencies, and area businesses through various events;
- Establish and maintain close working relationships with participants and their families, community agency staff, high school staff and administration, social service agencies, businesses, and postsecondary education personnel;
- Maintain complete and accurate confidential participant files (including the TS application, income documents, completed assessments, high school and/or college records, and all key services rendered);
- Coordinate tutoring, mentoring, and job shadowing activities;
- Encourage participation and attend college visits and cultural enrichment activities;
- Assist with summer academies development, implementation, and instruction;
- Work with Director to document participant progress and maintain consistent contact between participants and TS staff; and
- Fulfill any other duties requested by the Director which job-related circumstances may demand.

Required Knowledge, Skills & Abilities

- Bachelor's degree in education, guidance and counseling or related field.
- Demonstrated experience working with college-bound students and disadvantaged populations.
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.

- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- Master's degree

Information Technology Abilities

- Ability to operate standard office computers and software
- Ability to operate a personal computer using the Windows environment
- Ability to understand operating a personal computer within the Crowder College
- Network environment
- Ability to use E-mail
- Ability to perform basic word processing using MS Word
- Ability to use other computer programs as needed

Positions Supervised

- Tutors

Working Environment

- Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; but also outdoors part of the time (even in inclement weather) engaging in physical activities such as walking (sometimes long distances), hiking, etc., when helping with student activities.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- Must be able to travel several days a week as well as an occasional overnight trip.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
- Other activities require lifting up to 50 pounds, moving materials from one place to another, participating in physical activities/sports/games, etc., with students.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.