

Coastal Bend COLLEGE

Position Title: TRIO-Talent Search Advisor Part-Time

Location	Alice
Hours	19 hours a week Maximum
Classification	Non-Exempt
Salary	\$14.42 Hourly
Security Sensitive	Yes
Division	Student Services
Department	TRIO-Talent Search
Reports to	Project Director

II. Education Requirements

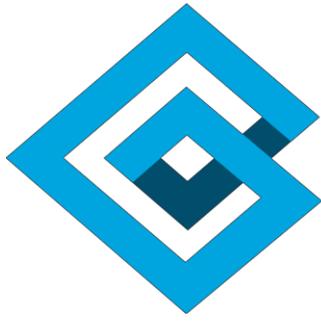
Bachelor's degree required in education, counseling, social work, higher administration, or an appropriate field related to Project objectives.

III. Qualifications:

Minimum of three (3) years of appropriate and relevant professional experience working for a TRIO federal program or similar related program/project serving low-income and potential first generation college students (grades 9-12). Experience providing academic advising services and college, career, financial aid and economic literacy information to an assigned caseload of secondary school students (grades 9-12). Experience advising and assisting low-income and potential first-generation college students (12th grader's) with the college admissions and financial aid process on an individual and group basis. Professional or personal experience in overcoming barriers similar to those confronting Project Participants.

IV. Essential Functions:

Responsible for ensuring success in meeting the Talent Search Program's purpose



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and objectives. This person acts as the liaison between target area high schools, as well as other institutions.

V. Job Responsibilities:

Work effectively with several target schools' personnel and administrations.

Possess strong time management skills to effectively schedule workshops and events.

Knowledge of academic advising and college, career, financial aid and economic literacy activities as indicated on their Individual Academic and Service Plans.

Ability to document services provided to assign Participants.

Ability to use electronic technology such as PC's, copiers, tablets and mobile WI-FI hot spots.

Knowledge of computer software to communicate to staff, students, parents and community resources: Microsoft office 365, Blackboard, and Campus Connect.

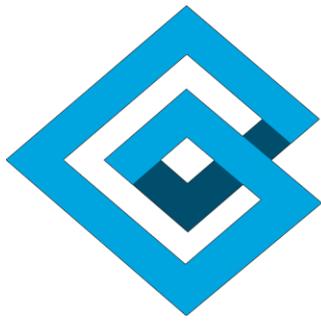
Recruits participants by informing the community and schools about the program by using public service announcements, flyers and presentations.

Performs academic needs assessment on student applications.

Assists in the selection of program participants.

Implements program objectives.

Plans and supervises extracurricular activities such as university campus tours, educational seminars and cultural events.



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Establish and maintain contact with key personnel at baccalaureate institutions.

Provides assistance to youth in gaining admission to secondary and post-secondary institutions.

Provides tutoring opportunities for participants.

Participation in state, regional and other training opportunities.

Utilizes various computer programs such as Blumens, Word, PowerPoint, etc.

Operates digital cameras, PowerPoint equipment, digital camcorders, etc.

Performs related duties as assigned by Project Director.

VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP)

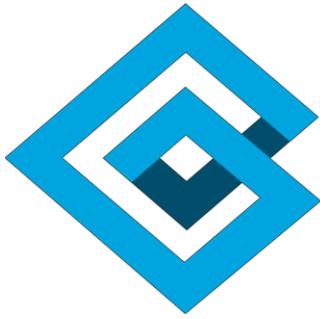
Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:

Will require travel to every assigned target school four (4) times during the week; for college campus visits and cultural outings that may be in duration of one (1) to five (5) days; to participate homes and/or community locations.

VIII. Environment:

Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume; in high school, private residence, and/or



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community locations. May require some outdoor work for events.

I have been presented with the job description for the position of:

TRIO-Talent Search Advisor

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature _____ :

Date:

TRIO-Talent Search Director's Signature: _____ **Date:**

Executive Dean of Student's Signature: _____ **Date:**