

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, grant-funded	<b>Title</b>	TALENT SEARCH ADVISOR
<b>Revised:</b> 9/7/2017	<b>Department</b>	TRIO: TALENT SEARCH
<b>Level:</b> Professional	<b>IPEDS</b>	OTHER PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b>	TALENT SEARCH ASSISTANT DIRECTOR

**POSITION SUMMARY**

The 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 participants. The Advisor reports directly to the TS Assistant Director.

**MAJOR FUNCTIONS**

1. Assist with identification, recruitment, and selection of eligible participants;
2. Obtain and provide referrals to/from other TRIO programs, high school staff and administration, community agency staff, social service agencies, and college personnel;
3. Administer and interpret appropriate diagnostic assessment measures;
4. Coordinate activities and services in each target school with appropriate target school staff;
5. Develop grade appropriate curriculum, workshops, and activities through the academic year for participants and their families;
6. Facilitate grade appropriate workshops and activities to participants and their families during the academic year including academic issues, financial aid options, and college selection;
7. Advise participants in a group or one-to-one concerning academic, career, college, and/or financial aid issues;
8. Disseminate information to participants and their families, schools, community agencies, and area businesses through various events;
9. 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;
10. 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);
11. Coordinate tutoring, mentoring, and job shadowing activities;
12. Encourage participation and attend college visits and cultural enrichment activities;
13. Assist with summer academies development, implementation, and instruction;
14. Work with Assistant Director to document participant progress and maintain consistent contact between participants and TS staff; and
15. Fulfill any other duties requested by the Director and Assistant Director which job-related circumstances may demand.

### **KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's degree required in education, guidance and counseling or related field. Master's preferred.
2. Demonstrated experience working with college students and disadvantaged populations.
3. Excellent communication and interpersonal skills.
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

### **EQUIPMENT/SOFTWARE**

1. Operate standard office computers and software.

### **POSITIONS SUPERVISED**

Tutors

### **WORKING CONDITIONS**

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. Must be able to travel several days a week as well as an occasional overnight trip.
4. 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.
5. A neat appearance and appropriate businesslike apparel are required.

### **PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, 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.

### **CREATIVE AND ANALYTICAL SKILLS**

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

**LANGUAGE/COMMUNICATIONS SKILLS**

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