

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF CENTRAL GEORGIA

## **TRIO** EDUCATIONAL TALENT SEARCH

**Position:** Pre-College and Career Advisor

**Program:** TRIO - Educational Talent Search

**Salary:** \$40,000 – \$45,000 Annually (Fulltime exempt)

**Location:** Griffin, GA (Griffin Spalding County Schools)

**Schedule:** Hybrid work schedule as directed by the Educational Talent Search Director

### **Overview:**

The Educational Talent Search is a postsecondary outreach program designed to identify, motivate and assist middle and high school level students from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to stay in school, graduate from high school and continue to and complete their postsecondary education.

### **Responsibilities:**

Under the guidance and supervision of the Educational Talent Search Director, the Pre-College and Career Advisor is responsible for the following: **(a)** Identify potential participants and assist in the selection process, **(b)** Obtain appropriate first generation and low-income documentation for participants, **(c)** Provide orientation and needs assessments, **(d)** Provide academic, career, and personal counseling, **(e)** Write Individual Service Plans (ISP's) upon review of participants' needs assessments in a timely manner, **(f)** Develop and maintain a file on each participant, **(g)** Monitor academic progress of participants, **(h)** Conduct personal growth and academically oriented workshops, **(i)** Maintain contact with parents of participants, **(j)** Provide participants with information on postsecondary educational opportunities and financial aid, **(k)** Assist with the coordination of tutoring/supplemental instruction, **(l)** Maintain contact with human services agencies, **(m)** Document services provided to participants and submit in a timely manner, **(n)** Submit travel requests, travel expense statements and monthly reports in a timely manner, **(o)** Track and document postsecondary enrollment and degree attainment of former participant on a monthly, quarterly, and annual basis, **(p)** other duties and responsibilities as directed by supervisor.

## **Minimum Education and Experience Qualifications**

- A minimum of a bachelor's degree in psychology, social work, education, or related field required. A Master's Degree is preferred.
- Adequate written and verbal skills.
- Familiarity with the social, economic, and cultural life of low income and disadvantaged persons.
- Experience with disadvantaged students in promoting educational opportunities.
- Ability to work regular program hours which are normally 10:00am – 7:00pm Monday – Friday but could change based on school needs and/or organization needs. Periodic night and weekends
- Ability to build relationships and work effectively with youth and internal/external stakeholders to include school personnel and administrators
- Ability to be patient with youth and adults
- Ability to identify needs and find solutions
- Ability to motivate others into action
- Ability to work independently with limited supervision
- Excellent listening and interpersonal skills
- Ability to follow directions both verbally and written
- Effective organizational and planning skills
- Ability to provide and knowledge of college preparatory activities
- Knowledge of college admissions process and financial aid process
- Must be able to pass all required background screens and drug screens at any time
- Position requires driving personal vehicle and/or company vehicle.

Must have satisfactory driving record, valid driver's license, reliable transportation, and liability insurance for operation of a motor vehicle relevant to carrying out duties and to be covered under company insurance and be a minimum of age 21

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Physical requirements include some physical exertion such as lifting, stretching, and bending in a school/Club setting and can include sitting and standing for long periods. Will include walking/guiding/escorting children to and from areas and field trips. Will require interaction with youth ages 12 -18 and can be noisy at times.

## **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.