



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Ayers Campus

Created on: 3/20/2025
Revised on: 3/20/2025

Job Title	Salary Schedule	Grade	Job No.
Outreach Advisor – Educational Opportunity Center	C3		AD9863
Reports To	FLSA Status	Grant Funded	Tenure Track
Project Director	Exempt	Yes	No

JOB SUMMARY: The Outreach Advisors coordinate counseling for the EOC participants in their target areas and assist with the advising activities of the EOC college participants by working with faculty, administration and staff. The Outreach Advisors recruit eligible participants for the EOC project and assist in the development of the materials used with the EOC participants. The Outreach Advisors assist the EOC Director with evaluation and monitoring functions related to student enrollment and achieving grant objectives.

QUALIFICATIONS:

- ◆ Master’s degree in counseling, psychology, education, social work or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Two years of experience in serving/advising diverse groups **required**
- ◆ Knowledge of the application of educational technology, student assessment, advising and serving disadvantaged students *preferred*
- ◆ Educational and/or economic background similar to the target population *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Willingness to travel
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Excellent time management and organizational skills
- ◆ Outgoing, enthusiastic personality
- ◆ Serve on college committees as assigned

DUTIES:

- ◆ Assists project director in developing educational activities and programs
- ◆ Identifies and recruits eligible participants into the EOC project
- ◆ Provides and conducts workshops to assist participants with academic skills, interpersonal skills and career choices
- ◆ Assists participants with applying for financial aid
- ◆ Assists participants with college application process
- ◆ Develops and implements an interactive schedule of visits and office hours to serve the needs of the participants at their location

- ◆ Provides academic advising and counseling
- ◆ Gathers data for assessing progress toward project's outcomes as needed
- ◆ Advises students of postsecondary educational opportunities or continuing education opportunities
- ◆ Maintains and secures participants' personal, academic and contact data for required reporting
- ◆ Develops an excellent rapport with participants, college employees and the public
- ◆ Complies with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching to interact with students and staff, attend workshops, and assist with advising
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers, is required for data entry, report generation, and communication
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds, including educational materials and office supplies
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with students, faculty, and staff, conducting workshops, and assisting with advising activities

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with visits to various locations to meet with participants
- ◆ **Travel:** Occasional travel may be required to attend workshops, recruit participants, and meet with community organizations
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate the varying schedules of students and program needs
- ◆ **Interaction:** Regular collaboration with faculty, administration, staff, and external partners. Additionally, the position requires frequent interaction with participants, ensuring a positive and supportive environment

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date