

GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Position Title: Outreach Advisor – Talent Search Gadsden Campus

Supervisor's Title: Project Director – Talent Search Gadsden Campus

JOB SUMMARY: The Outreach Advisor identifies eligible middle and high school students to participate in the Talent Search program. The advisor will emphasize to participants the importance of completing high school and continuing their education beyond high school.

ESSENTIAL FUNCTIONS:

- Assists project director in developing educational activities and or programs
- Identifies and recruits prospective participants
- Provides and conducts workshops to assist participants with academic skills, interpersonal skills and career choices
- Assist participants with applying for financial aid
- Assist participants with college application process
- Ability to relate to and motivate students to complete high school and enter college
- Provide career and academic counseling
- Organizes and conducts college campus visits, career or cultural field trips
- Conduct postsecondary follow-up of participants until degree or certificate is completed at the relevant educational institution
- Monitor participant persistence and progress in completing high school
- Compile information for the project newsletter to distribute to the participants
- Assist Project Director with the creation of materials for project recruitment
- Assist participants with scholarship applications
- Maintain and secure participants' personal, academic and contact data for required reporting
- Develops an excellent rapport with students, parents, target school personnel, college employees and the public

Comply with all policies of the Alabama Community College System and the College.

The intent of this job 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.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Bachelor's degree in counseling, psychology, education, or related field
- Master's degree preferred
- One year of middle school, high school or college advisement experience

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- N/A

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Willingness to travel
- Excellent oral, written, and interpersonal skills
- Familiarity with federal programs
- Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- Serve on college committees as assigned

Reviewed by:

Employee's Signature _____ Date

Supervisor's Signature _____ Date