



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 1/6/2025
Revised on: 10/7/2025

Job Title	Salary Schedule	Grade	Job No.
Educational Talent Search Outreach Advisor	C3-8	00	AD9949+
Reports To	FLSA Status	Grant Funded	Tenure Track
Project Director	Exempt	Yes	No

JOB SUMMARY: The Outreach Advisor identifies and recruits eligible middle and high school students to participate in the Talent Search program. The advisor will motivate participants and consistently remind them of the importance and feasibility of completing high school and continuing their education beyond high school. The advisor works collaboratively to meet the objectives of the Talent Search project.

QUALIFICATIONS:

- ◆ Bachelor’s degree in counseling, psychology, sociology, education, or related field from an approved U.S. Department of Education accredited institution, **required**.
- ◆ Master’s degree *preferred*
- ◆ Successful experience working with disadvantaged youths *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to utilize technology to complete program activities.
- ◆ Willingness to travel to and from target schools
- ◆ Excellent oral, written and interpersonal skills
- ◆ Familiarity with federal programs
- ◆ Sensitivity to the needs of youth, minorities, and other persons the project may serve
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process

DUTIES:

- ◆ 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
- ◆ Assists participants with applying for financial aid
- ◆ Assists participants with college application process
- ◆ Motivate students to complete high school and enter college
- ◆ Provide career and academic counseling
- ◆ Supervise, organize, and conduct college campus visits, career or cultural field trips
- ◆ Conducts postsecondary follow-up of participants until degree or certificate is completed at the relevant educational institution

- ◆ Monitors participant persistence and progress in completing high school
- ◆ Maintain accurate records, compile reports and provide documentation to project director
- ◆ Assists Project Director with the creation of materials for project recruitment
- ◆ Assist participants with scholarship applications
- ◆ Maintains and secures participants' personal, academic and contact data for required reporting
- ◆ Develops an excellent rapport with students, parents, target school personnel, college employees and the public
- ◆ Serve on college committees and perform other duties as assigned by project director.
- ◆ Comply 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: Frequent walking, standing, and traveling to schools and community locations with occasional bending and reaching
- ◆ Manual Dexterity: Regular use of computers, office equipment, and presentation materials
- ◆ Lifting: Ability to lift and carry materials weighing up to 15 pounds
- ◆ Communication: Strong verbal and written communication skills required for advising, presentation, and outreach activities

Work Environment:

- ◆ Setting: Office environment with frequent visits to middle and high schools, college campuses, and community sites
- ◆ Travel: Regular travel required to schools and events within the service area; a valid driver's license is necessary
- ◆ Schedule: Standard work hours with flexibility for evening and weekend events as needed
- ◆ Interaction: Regular interaction with students, parents, school personnel, college staff, and community organizations

Reviewed by:

Employee Name:

Employee Signature

Date