



Educational Talent Search - Education Advisor Job Description

JOB TITLE	Education Advisor	DEPARTMENT	Educational Opportunity Programs
REPORTS TO	Program Director	PROGRAM	TRIO
DIRECT REPORTS	N/A	FSLA STATUS	Non-Exempt

Job Summary

This position is responsible for providing services that promote college preparedness and completion to middle and high school students, who are mostly first generation and/or low income. The position requires the ability to conduct seminars related to academic survival skills, aiding students and parents in the completion of the FAFSA, career planning, and selection of courses during the academic year. The successful candidate will also be responsible for working with students during an academic summer program. The position will require self-motivation and initiative in recruiting students, planning college tours, and job shadowing opportunities. The educational advisor will be responsible for working with program participants, coordinating program services and will strive to engage students at all levels in ETS activities. The educational advisor will serve as the target school's daily point of contact to ensure student and program goals are met. Additionally, the Math Matters Enrichment project, designed for middle target schools, will be the responsibility of the Education Advisor.

Duties & Responsibilities

- Assist Program Director with implementing the plan to provide services that address the goals and objectives of the program.
- Assist with the recruitment, identification, selection and monitoring of Talent Search participants.
- Conduct individual and group counseling sessions with participants during summer and academic year.
- Administer assessments, inventories and surveys, assist in academic advising.
- Assist students in completing financial aid and college admissions applications within posted deadline dates.
- Assist with developing, coordinating and overseeing financial aid, financial literacy and college advising workshops.
- Assist in the planning, implementation, monitoring and supervision of program activities.
- Assist with college admissions process including completion of application, essays, and scholarships
- Maintain contact with target school counselors and teachers to monitor progress of participants
- Plan and coordinate college, career, financial aid, and financial literacy workshops.
- Assist in the planning and implementation of summer program activities with a focus on Summer Scholars and Destination High School held during summer.
- Assist with program selection for study and appropriate postsecondary institution.
- Assist with developing and maintaining individualized action plans for participants.
- Conduct individual and group counseling sessions to determine career goals, academic needs, and financial aid resources.
- Help students understand various kinds of college, career and financial aid materials
- Provide opportunities for frequent engagement of students (ex. contact via telephone, e-mail, text, virtual, and in-person interactions).
- Participate in various college, career, and financial aid events to stay informed of updates.
- Identify and recruit program participants from various middle and high schools within the Saint Louis Public Schools with a focus on target areas.
- Maintain and submit accurate records (both written and electronic) of all services provided to participants through regular data entry in Blumen of contacts.

- Assist with data entry, collection, and documentation needed to complete Annual Performance Report.
- Maintain confidentiality regarding the organization, staff, clients, families, and all associated records.
- Participate in appropriate professional development workshops, not limited to but including St. Louis Graduates, Pryor online, EOP and HEC sponsored training.
- Participate in planning and implementation of program related activities to raise community awareness regarding postsecondary educational and financial aid opportunities.
- Implement, monitor, and coordinate Math Matters Enrichment project in middle target schools
- Participate in community outreach for identification and recruitment of first-generation, low-income individuals in order to increase college accessibility.
- Create and provide presentations appropriate for students, parents, school personnel, and agencies that inform of services provided by program.
- Represent program at various community functions to increase awareness about program services, activities and outcomes.
- Implement curriculum to ensure alignment and meeting students' needs across various grade levels served.
- Assist with developing and/or updating information for webpage and advocating for information to be included on school websites served.
- Independently establish rapport with school personnel and navigate school system and culture.
- Maintain pleasant and professional interactions at all times.
- Perform all other Educational Talent Search program duties as assigned by supervisor.

Duties with additional pay

- Provide academic support in math instruction for the Math Matters Enrichment project in middle target schools.

Education & Experience

1. Master's Degree in counseling, social work, psychology, education, or student personnel preferred; minimum bachelor's degree required.
2. Two years of experience working in a related educational and/or other programs for persons from low-income/disadvantaged backgrounds traditionally underrepresented in postsecondary education
3. Experience working with students in other underrepresented areas such as disabled, foster care, homeless, or limited English proficiency.
4. Knowledge of and/or experience in TRIO programs desired.
5. Knowledge and demonstrated ability to use a computer and appropriate software applications, i.e., Windows, Word, Outlook, Excel, PowerPoint, Access, Zoom, Microsoft Teams
6. Knowledge of and experience working with Blumen software is a plus.
7. Must have a valid driver's license and a safe driving record.
8. Must pass background check.

Additional Education & Experience for math instruction

1. Knowledge of the fundamentals of middle school math (arithmetic, pre-algebra, algebra)

Additional Attributes

1. Dedicated and committed to serve.
2. Desire to see others succeed in life.

Physical Requirements

1. Indoor office environment with minimal exposure to temperature changes or harmful chemicals. Noise levels may fluctuate when working within various middle and high schools.
2. Transportation is needed to schools and back to ETS office on an as needed basis.
3. Physical activities such as walking and standing are required. Some outdoor walking in extreme heat may be required during summer program activities.
4. Occasional lifted, pushing, or pulling objects up to 25 lbs. may be needed for set up of activities or transporting of supplies.
5. Hours may vary to accommodate weekend, evening, and summer activities as needed.
6. Appropriate businesslike apparel is required.

