

Job Title	Pre-College Counselor
PVN ID	BK-1708-002027
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	Educational Talent Search
Status	Full Time
Annual Salary	\$33,930.00 - \$34,582.50
Hour(s) a Week	35
Closing Date	Oct 23, 2017 (Or Until Filled)

General Description

The Brooklyn College Educational Talent Search Program (BCETSP) is a federally-funded grant under the U.S. Department of Education's TRIO. The focus of our grant is to provide disadvantaged students in partnering Brooklyn target schools with academic, career, and financial advisement services in order to achieve the goal of college enrollment.

The Pre-College Counselor (PCC) will recruit eligible students and provide enrolled students with academic and college readiness counseling. PCC's will be responsible for preparing all students in their caseload to apply, select, and enroll in the college best fit for the participant. Specific areas of responsibility are:

Report To: Talent Search Project Director

Other Duties

Duties and responsibilities:

1. Recruit and counsel students from assigned target schools for BCETSP
2. Intake and assess potential participants' applications and income eligibility
3. Plan and participate in trips, presentations, and other activities
4. Research and prepare reports on program activities, student progress, and school demographics for the Director and/or the Principal Investigator
5. Maintain accurate student records in program database and filing system
6. Establish and maintain positive relations with staff, participants, target area schools, postsecondary institutions and community agencies
7. Attend meetings, conferences, and workshops appropriate to furthering the goals of the program
8. Assist with the coordination and implementation academic enrichment components
9. Assist in the production of the program newsletters and flyers for program activities

10. Assist Project Director with other special projects as needed

Qualifications

- Minimum requirement - Bachelor's degree with related experience in counseling students similar to those in the target area. Master's degree preferred
- 2 years of experience working with members of traditionally underrepresented groups
- The ability to identify, recruit and enroll eligible participants in the target area high schools and community agencies
- Able to provide individual and group counseling to participants so as to effectively meet the academic, vocational, career, financial aid and personal needs
- Knowledge of quantitative and qualitative data collection and analysis
- Ability to provide individual and group counseling with regard to postsecondary institution admissions and financial aid matters, including guidance on the successful completion of financial aid and admissions forms
- The ability to maintain records for project participants
- The ability to maintain a daily log of counseling activities
- The ability to conduct financial aid, college preparedness, and life/study skills workshops
- The ability to work flexible hours pertaining to trips, conferences, and workshops
- Ability to participate in planning college visits, career-related field trips, Talent Search Program Closing Awards Ceremony, and other special activities
- Knowledge of special programs and support services available to eligible participants in the target area and in postsecondary institutions
- Ability to prepare written reports and maintain adequate program records
- Knowledge of basic computer applications (e.g.: Word, Excel, Power Point) Desirable