

<b>Job Title</b>	Pre-Collegiate Counselor
<b>PVN ID</b>	BK-1812-002872
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	Educational Talent Search
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$33,930.00 - \$34,582.50
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 23, 2019 (Or Until Filled)

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## General Description

The Brooklyn College Educational Talent Search Program (BCETSP) is a federally- funded grant under the U.S. Department of Education's TRIO programs. The Federal TRIO Programs are outreach services designed to identify and provide services for students from disadvantaged backgrounds. In 1965, as part of the Higher Education Act, TRIO created Talent Search to help low-income high-school students be the first generation in their families to attend college and attain a Bachelor's degree. With the goal of bridging the gap for our students, Brooklyn College's Educational Talent Search Program (BCETSP) supports students by providing:

- Regents and SAT Prep Tutoring,
- Academic, Career, and Financial Counseling
- College Readiness Workshops
- Learning and Study Strategies Assessments
- Assistance with College Enrollment Applications
- Single-day College Trips and Overnight College Tours
- Summer Enrichment Activities...and more

BCETSP's goal is to provide disadvantaged students in five partnering Brooklyn target schools with academic, career, and financial advisement services that will allow them to successfully transition into college.

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## Other Duties

The Pre-Collegiate 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 suited for the participant. Specific areas of responsibility are:

- Recruit and counsel students from assigned target schools
- Intake and assess potential participants' applications and income eligibility

- Assess student's readiness for college using assessment tools such as the LASSI-HS and Holland Code
- Plan and participate in trips, presentations, and other college-centered activities
- Research and prepare reports on program activities, student progress, and school demographics for the Director and/or the Principal Investigator
- Maintain accurate student records in program database and filing system
- Establish and maintain positive relationships with staff, participants, target area schools, postsecondary institutions and community agencies
- Attend meetings, conferences, and workshops appropriate to furthering the goals of the program
- Assist with the coordination and implementation of academic enrichment components
- Assist in the production of the program newsletters and flyers as needed
- Assist Project Director with other special projects

Report To: Talent Search Project Director

## Qualifications

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- Minimum requirements - 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