

<b>Job Title</b>	Pre-College Counselor
<b>PVN ID</b>	BK-2205-004776
<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>	\$45,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 11, 2023 (Or Until Filled)

## General Description

---

Brooklyn College is seeking candidates to fill the vacant positions of Pre-College Counselor for its TRiO Educational Talent Search program.

### **OVERVIEW OF THE BROOKLYN COLLEGE EDUCATIONAL TALENT SEARCH**

The goal of TRiO Educational Talent Search is to increase the number of high school graduates who complete a post-secondary education. Students receive academic, career, and financial counseling, assistance with the college application process, and other supports to graduate high school and go on to college. The Educational Talent Search (ETS) program also supports those who have not finished secondary or postsecondary educational programs in completing a diploma or degree.

### **POSITION SUMMARY**

The Pre-College Counselor assists the ETS Program Director in providing academic, career, and postsecondary education advisement to program participants. The primary objective is to prepare high school students for successful entry into college and to complete a baccalaureate degree. This is a grant-funded position for five years and is contingent upon funding thereafter.

### **JOB FUNCTIONS**

- Provide comprehensive academic, personal, career, and financial aid counseling to assigned program participants.
- Develop and foster non-cognitive skills in students such as positive academic behaviors, self-efficacy, leadership, school and community involvement, retention, persistence, and completion
- Identify, screen, and select prospective program participants based on a rigorous selection process.
- Assess and document the academic, social, and emotional needs of students selected for participation in the program.
- Track student performance using baseline data gathered from needs assessments
- Assist high school seniors with the college application process, gaining admission into post-secondary

institutions, and securing financial aid.

- Establish and maintain positive relationships with target schools and college personnel.
- Monitor and document satisfactory academic progress for assigned participants.
- Orient new and continuing participants to the Educational Talent Search program requirements and encourage full participation in its offerings.
- Assist with planning and chaperoning day and overnight college tours.
- Plan and implement enrichment activities for the annual summer program.
- Assist with marketing and increasing awareness of the Educational Talent Search Program to stakeholders, school partners, parents, and community members.
- Collaborate with programs serving the target population to increase resources to program participants.
- Maintain administrative project records and participant files
- Perform other duties as assigned by the Program Director.

Reports to: Educational Talent Search Project Director

## Other Duties

---

### **WORK CONDITIONS/SCHEDULE**

- Daily travel to target school sites
- Physical Demands: Work is normally performed in a typical interior work environment, which does not subject the employee to any unpleasant elements
- The work environment involves minimal exposure to physical risks
- The position does require some heavy lifting
- Primary Schedule: Monday - Thursday 8:00 am - 4:00 pm at school sites, Fridays in-office or remote.
- Some scheduled evenings and/or weekends are required

## Qualifications

---

- Bachelor's Degree in Education, Counseling, Social Work, Psychology, or related field from an accredited college or university.
- Two years of high school counseling or college entrance advising experience.
- Master's Degree or enrollment preferred.
- Minimum of two years of professional experience working in a federal, TRiO, or similar program serving disadvantaged youth.
- Experience providing case management and advising students about the college admission and financial aid application processes.
- Group facilitation and presentation skills
- Ability to work in a fast-paced work environment and manage multiple projects effectively
- Ability to work on a team and independently as needed.
- Professional or personal experiences overcoming barriers like those confronting program participants.

- Bilingual Spanish or Haitian Creole (preferred)