



Job Title	Associate Director - Educational Talent Search
PVN ID	BK-2309-005857
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	
Status	Full Time
Annual Salary	\$57,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Mar 29, 2024 (Or Until Filled)

General Description

CUNY Brooklyn College seeks an Associate Director for the Educational Talent Search project who will work to enhance and advance the college access services available to high school students in Brooklyn. The Associate Director maintains a caseload and supervises part-time staff, ensures compliance with federal regulations, accomplishes program objectives, and prepares required reports for the ETS program. The Associate Director will work closely with the Project Director to ensure the annual performance outcomes are met.

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 support in order to successfully 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 to complete a diploma or degree.

POSITION SUMMARY

The Associate Director assists the ETS Project Director in providing academic, career, and postsecondary educational advisement. The goal is to prepare high school students and their families for successful entry into college and the completion of a bachelor's degree. This is a grant-funded position for a five-year cycle and we are in the third year. Continuation in the position will be contingent on a successful grant renewal and the employee's performance.

Other Duties

JOB FUNCTIONS

- Provide comprehensive academic, personal, career, and financial aid counseling to program participants.
- Identify, screen, and select prospective program participants based on a rigorous selection process.
- Track student performance using baseline data gathered from in-house needs assessments
- Monitor and document satisfactory academic progress for assigned participants.
- Plan year-round activities and supervise part-time staff to execute them
- Assist high school seniors with the college application process and securing financial aid
- Establish and maintain positive relationships with target schools and college personnel.
- Plan and chaperone day and overnight college tours.
- Assist with marketing in order to increase awareness of the Educational Talent Search Program
- Collaborate with programs serving similar populations in order to increase resources.
- Maintain project records and participant files.
- Perform other duties as assigned.

WORK CONDITIONS/SCHEDULE

- Daily travel to target school sites
- The work environment involves minimal exposure to physical risks
- The position does require some heavy lifting
- Tentative 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.

Principal Working Relationships: Upward Bound Associate Director, PT Coordinators and Counselors, Instructors, Administrative Assistant, Project Tutors, High School Principals and Staff.

Reports to: Educational Talent Search Project Director

Qualifications

- Bachelor's Degree in Education, Counseling, Social Work, Psychology, or a related field from an accredited college or university. Master's Degree or current enrollment preferred
- Two years of high school counseling or college entrance advising experience or 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.
- Proficient in computer programs and related technology needed for the successful implementation of program processes and recordkeeping.
- Must be able to perform duties in an effective and ethical manner to assure that the objectives of the project are met within the guidelines of legislation, regulations, and commitments as stated in the grant.
- Must be able to communicate effectively with persons of diverse backgrounds and understand influence of culture, heritage, and economic disadvantage on program participants.
- Professional or personal experiences overcoming barriers like those confronting program participants
- Bilingual Spanish or Haitian Creole preferred
- This is a grant-funded position.

