
Job Title	Educational Talent Search Counselor
PVN ID	BX-2109-004238
Category	Instruction and Social Service
Location	BRONX C. C.

Department	
Status	Full Time
Annual Salary	\$35,000.00 - \$35,000.00
Hour(s) a Week	35
Closing Date	Nov 13, 2021 (Or Until Filled)

General Description

The Educational Talent Search Program is a federally funded program by the Department of Education and is designed to identify youth with potential for education at the post-secondary level and encourage them to complete secondary schools.

The program provides individual counseling, advisement and technical assistance from 9th - 12th grade in career exploration; education planning; college entrance examinations preparation; admission and financial aid procedures; cultural and motivational development and guidance on secondary school re-entry to other programs.

Position start date: October 4, 2021

Monday - Friday, 9:00 am - 5:00 pm

Other Duties

- Assist in recruitment of eligible participants;
- Screen applicants for participant's eligibility;
- Responsible for assessing and documenting academic potential, financial eligibility and first generation eligibility of participants.
- Work with target school counselors in coordinating project activities;
- Maintain participants files according to proposed guidelines;
- Assist participants exploring career fields and career goals;
- Assist participants in choosing a post-secondary institution;
- Plan and Implement recruitment workshops, financial aid workshops for parents and participants; and college day field trips;
- Assist participant with the college process such as completing college admissions, financial aid forms,

college essay and SAT/ACT applicaitons;

- Participate in staff development and in-service meetings;
- Be familiar with and adhere to the college's policies and procedures and;
- Perform other duties as required to achieve program goals and objective.

Qualifications

The Educational Talent Search Program is seeking for a full-time counselor with the following requirements:

- * A bachelor's degree in counseling or related area - (Master's preferred);
- * Must have at least one year experience counseling disadvantage youth;
- * Must be familiar with the population of the target area;
- *Knowledge of the financial aid and college procedure;
- *Ability to communicate effectively with the disadvantage youth in groups as well as individuals;
- *Ability to write clear and narrative reports;
- *Bilingual is a plus (Spanish)