

**TITLE:** Talent Search Advisor

**DEPARTMENT/DIVISION:** TRiO Programs

**REPORTS TO:** Talent Search Director

**CLASSIFICATION:** Professional Staff (Full-Time)

**SALARY:** \$37,500 - \$39,500, based on education and experience

### **POSITION SUMMARY**

The Advisor's responsibilities include assisting with the identification and selection of participants, assessing individual participant need, and providing services to students in the target area. Advisors conduct monthly workshops and individual advisement sessions, escort students on academic, cultural and college exploration field trips, and provide financial aid and college application workshops. The Advisor will be expected to perform all job responsibilities with minimum supervision. Services provided by the Advisor in cooperation with other staff members must be of sufficient quantity and quality to ensure all project objectives are met.

### **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles confidential information with tact and discretion.
- Maintains documentation of participant eligibility, need for project services, services provided, academic progress of individual students and other information required for measuring individual participant and project outcomes.
- Initiates and maintains contact with schools, helps agencies and community organizations.
- Recruits eligible participants and assesses academic need.
- Plans, schedules, and escorts participants on visits to postsecondary institutions.
- Conducts grade-specific academic, study skills, financial literacy, self-esteem enhancement, career guidance, postsecondary selection, applying for financial aid, and college workshops with participants workshops in the target schools.
- Provides individual academic guidance and counseling.
- Provides parental involvement workshops on applying for financial aid, the importance of postsecondary education and other appropriate topics.
- Attends Talent Search staff meetings, professional meetings and financial aid workshops as assigned by the Talent Search Project Director
- Other duties as assigned by supervisor.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Some overnight and weekend travel is required.
- Planning and facilitation of residential and day camps during the summer months required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **Knowledge:** A master's degree in education, counseling, or a related field is strongly preferred. Bachelor's degree required. Preference given to those who have experience working with disadvantaged students and students in the 6<sup>th</sup> – 12<sup>th</sup> grades and to applicants who have overcome backgrounds similar to the target population. Any candidate hired without a master's degree will be required to complete a master's degree within three years of the hire date.
- **Skills:** Possess strong organizational, time management, and human relations skills, demonstrated presentation skills, and excellent written communication skills. Experience with word processing, spreadsheets, and software for creating flyers, brochures, newsletters, etc.
- **Abilities:** Reliable transportation is required. Position may require long hours in the summer months and during peak reporting times.

Applications will be accepted until the position is filled; however, **only candidates whose applications are received by April 19, 2024 are assured of receiving full consideration.** Salary is \$37,500 - \$39,500, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

**or**

**Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)**

*SSC in an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

**Posted April 5, 2024**