



ACADEMIC COUNSELOR/PROGRAM COORDINATOR
PART-TIME REGULAR
Grant Funded Position

Eastern Gateway Community College invites applications for the part-time position of *Academic Counselor/Program Coordinator*. The Academic Counselor/Program Coordinator will provide direct services to program participants and aid in the development of materials to promote student retention. The successful candidate will plan program components with the help of the Assistant Director and approval of the Director of the TRIO SSS Program. This counselor/coordinator will present academic workshops, assist with FAFSA completion, teach participants how to conduct scholarship searches online and assist in student transfers to four year colleges or universities. This part-time Academic Counselor/Program Coordinator will report the Project Director and Assistant Director of the TRIO SSS program. **This position is located at the Steubenville Campus.**

This contract position is grant-funded and as such, the continuation of the position is totally dependent upon the continued receipt of these funds.

The salary for this position is \$17.50 per hour. Expected 25 hours of work per week.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conduct intake interviews
- Schedule and conduct monthly appointments and follow-up with participants to monitor and maintain retention and support successful completion of the student's academic program.
- Provide one-on-one personal, academic and financial aid counseling.
- Engage participants in monitoring of program curriculum, course scheduling and transfer to four year institutions.
- Work directly with the tutoring department to obtain tutors for participants and monitor participant progress.
- Prepare and present academic workshops.
- Assist participants in scholarship searches online, as needed.
- Recruit future participants as required by the TRIO SSS program
- Coordinate and participate in events/activities as required for the TRIO SSS program. Such events/activities may require working in the evenings and/or weekends.
- Other responsibilities and duties as assigned.

EDUCATION & BACKGROUND:

- Bachelor degree required
- Master's degree preferred.
- Related work experience with academic readiness, interviewing, advising, recruitment, support services preferred.
- Three (3) to five (5) years of postsecondary education experience preferred.

SKILLS & ABILITIES:

- Demonstrated strong organizational skills.
- Excellent interpersonal and communication skills
- Ability to effectively work with diverse populations.

Resumes, along with the names, addresses and telephone numbers of at least three professional references, should be sent to:

Kim Johnson
Human Resources
Eastern Gateway Community College
4000 Sunset Boulevard
Steubenville, OH 43952

For those wishing to send their materials electronically, please send to:

kjohnson@egcc.edu

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.