



## **Outreach Advisor**

**Part-Time, Regular**

**Grant Funded**

Eastern Gateway Community College welcomes applications for the part-time, grant funded Outreach Advisor position. This position reports to the Project Coordinator and Director of TRIO Educational Opportunity Center Grant (EOC). The Outreach Advisor will go to schools, businesses and industries in Mahoning Valley and surrounding counties to recruit students. The Outreach Advisor will identify and select participants' and provide comprehensive services to postsecondary schools, mentors, tutors, ABLE/GED centers, businesses, agencies, and communities. Maintain contact with students and guidance counseling and processing services to potential students. This position will conduct various outreach and recruitment events and activities. Travel is required and employee will be reimbursed for recruitment travel.

The Outreach Advisor will be responsible for assisting in the successful implementation of all project activities, including outreach, advising and counseling. Responsibilities will include assistance in outreach management, outreach program monitoring, and refer participants to GED /ABLE or high school reentry and mentoring, serving as the EOC outreach liaison to the College and community. The Outreach Advisor must assist in the outreach development of the EOC grant proposal, learn to interpret federal regulations, and assist in the preparation of both narrative and fiscal reports.

He or she will also provide community engagement, outreach, and direct services to participants and aid in development of materials to promote staying in school, postsecondary education, and EOC. He or She will refer participants to GED/ABLE or HS reentry and mentoring, tutoring, and monitor their progress. This position will be based at the campus located in Youngtown, Ohio. This position is 100% grant funded and the continuation of this position relies on the renewal of the grant.

**Hourly Wage: \$16.00**

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Act as an advocate, a mentor, or an ombudsman to guide, assist, support, and advise in removing barriers that prevent students from receiving degrees and/or completing programs.
- Assisting students in removing stressors or obstacles along their educational journey to degree completion.
- Assist with a cohort of students at EGCC for tracking, monitoring, and assessing behaviors and performance from the start of semester to the end.
- Assesses the student's stages of development (academic, career, and personal) and promotes growth by determining suitable development tasks.

- Advises student on academic, career, and personal issues; provides student with appropriate support services, if needed, refers student to external support services.
- Assists student in identifying factors that contribute to lack of academic, career, personal progress; helps student examine alternatives when progress is unattainable.
- Collaborates with student's instructor and advisors to ensure student is progressing toward completion.
- Provides information and statistical data, such as detailed enrollment and performance statistics on the special program; analyzes data and writes reports as requested; maintains academic student files.

**EDUCATION & EXPERIENCE:**

- A minimum of a Bachelor degree in guidance counseling, education, student personnel, psychology, sociology or related field.
- The preferred candidate will have at least three years of experience in the area of higher education or in the administration of projects that serve potential first generation college, low income, and/or disabled students.

**SKILLS & ABILITIES:**

- Candidates must have excellent oral, written and interpersonal skills.
- Strong computer skills; teaching would be a plus.
- This position will require travel with evenings and weekend hours.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to Erica Henry at [Careers@egcc.edu](mailto:Careers@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.*