PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: STEP/CSTEP Counselor

DEPARTMENT: STEP/CSTEP, Rose Hill

RESPONSIBILITIES:
- Provide academic, career, financial aid and personal counseling to STEP and CSTEP students.
- Assist in planning, implementing and evaluating STEP and CSTEP program services and activities and events.
- Assist in coordinating tutorials and study groups for CSTEP and STEP program students.
- Assist in planning, organizing and implementing STEP and CSTEP career activities and services.
- Assist in recruitment of STEP and CSTEP students.
- Serve as liaison between students and the University community.
- Publish monthly electronic CSTEP and STEP Newsletters.
- Assist CSTEP and STEP students in preparing for professional, graduate, and undergraduate programs of study.
- Collect and compile data for state and University required reports.
- Maintain student records.
- Assist in evaluating program services and activities.
- Assist in conducting STEP and CSTEP Summer Programs.
- Assist in planning and conducting off site STEP services and activities.
- Must be available to work some Saturdays.
- Perform other duties as assigned by director.

QUALIFICATIONS:
- Bachelor’s Degree preferred; Master’s Degree desirable.
- Minimum 1+ years’ experience in the following:
  - Counseling minority and disadvantaged students in a university and secondary school setting.
  - Counseling students pursuing careers in STEM (Science, technology, engineering & mathematics.), health and licensed fields.
  - Career planning and development.
  - Resume development.
  - Assisting students applying to undergraduate, graduate and professional programs of study.
  - Student recruitment.
  - Planning, implementing, and evaluating academic enrichment activities and services for undergraduate and secondary school students.
- Extensive knowledge of computer and Internet applications.
- Strong writing and communication skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME: Michael Molina
Director CSTEP/STEP, ARCC
molina@fordham.edu
No phone calls please

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