



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: PN0305

Date: 08.03.21

PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

STEP/CSTEP Counselor*

***Grant-Funded.**

Continuation is contingent upon additional funding.

DEPARTMENT:

**STEP/CSTEP
Rose Hill**

RESPONSIBILITIES:

- Provides academic, career, financial aid, and personal counseling to STEP and CSTEP students.
- Assists in planning, implementing, and evaluating STEP and CSTEP program services and activities and events.
- Assists in coordinating tutorials and study groups for CSTEP and STEP program students.
- Assists in planning, organizing, and implementing STEP and CSTEP career activities and services.
- Assists in recruitment of STEP and CSTEP students.
- Serves as liaison between students and the University community.
- Publishes monthly electronic CSTEP and STEP Newsletters.
- Assists CSTEP and STEP students in preparing for professional & graduate & undergraduate programs of study.
- Collects and compiles data for state and University required reports and maintain student records.
- Assists in evaluating program services and activities.
- Assist in conducting STEP and CSTEP Summer Programs.
- Assists in planning and conducting off site STEP services and activities.
- Must be available to work some Saturdays.
- Performs other duties as assigned by Director.

QUALIFICATIONS:

- Bachelor's Degree required; Masters preferred
- Minimum 1+ years of 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.
 - Planning and implementing academic support services.
- Extensive knowledge of MS, WORD and EXCEL, and social media platforms
- 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.

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*