



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** PN0785

**Date:** 09.22.21

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## PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

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**TITLE OF POSITION/RANK:**

**Program Advisor\***

**\*(This is a grant-funded position.  
Continuation is contingent upon grant funding.)**

**DEPARTMENT:**

**TRIO/Talent Search Program  
Rose Hill**

**RESPONSIBILITIES:**

- Assists the Program participants in assessing their academic skills and coping with personal concerns while providing appropriate means of facilitation to deal effectively with these concerns.
- Works with the TRIO - Director of the Talent Search Program to recruit Program participants.
- Determines eligibility for acceptance into the Program by evaluating and processing Program Admission Application.
- Develops measurable objectives for each Program participant.
- Counsels, advises, and prepares participants for post-secondary schools.
- Organizes and leads college/educational trips as necessary.
- Assists participants in their college admissions search and their college/university admission applications.
- Monitors planning and completion of financial aid application; and provides other services as needed.
- Advisor is supervised by the Director of the Academic Talent Search Program.

**QUALIFICATIONS:**

- Baccalaureate degree required; preferably in education, social work, sociology, or psychology.
- Minimum of two years' experience in TRIO or similar educational programs.
- Must show ability to work successfully with educationally and economically disadvantaged students.
- Must possess knowledge of academic and personal counseling and individual and group techniques.

**SALARY:**

**Commensurate with experience**

**FLSA CATEGORY:**

**Non-Exempt**

**START DATE:**

**ASAP**

**SEND LETTER AND RESUME:**

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