



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: PN0260

Date: 10.20.21

PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

STEP/CSTEP Counselor*

***This is a grant-funded position.**

Continuation is contingent upon grant funding.

DEPARTMENT:

**STEP/CSTEP
Lincoln Center**

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.
- Assists in publishing monthly electronic CSTEP and STEP Newsletters.
- Assists CSTEP and STEP students in preparing applications for professional & graduate & undergraduate programs of stud.y
- 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 10-12 Saturdays per semester.
- Performs other duties as assigned by the Director.

QUALIFICATIONS:

- Bachelor's Degree in Education, Higher Education, or Counseling required; Master's Degree preferred;
- 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.
 - Planning and implementing academic support services.
- Extensive knowledge of computer and Internet applications and social media platforms.
- Strong interpersonal, 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*