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 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 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:
  o Counseling minority and disadvantaged students in a university and secondary school setting.
  o Counseling students pursuing careers in STEM (Science, technology, engineering & mathematics), health and licensed fields.
  o Career planning and development.
  o Resume development.
  o Assisting students applying to undergraduate, graduate and professional programs of study.
  o Student recruitment.
  o Planning, implementing and evaluating academic enrichment activities and services for undergraduate and secondary school students.
  o 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

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