ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: STEP/CSTEP Counselor (grant funded, continuation contingent upon additional funding)

DEPARTMENT: STEP/CSTEP

RESPONSIBILITIES:
- Provide academic, career, financial aid and personal counseling to CSTEP and STEP students
- Assists in planning, implementing and evaluating CSTEP and STEP 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 maintaining social media accounts
- Assists CSTEP and STEP students in preparing for professional & graduate & undergraduate programs of study
- Collects and compiles data for state 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
- Some Saturdays required
- Other duties as assigned by director

QUALIFICATIONS:
- Bachelor’s degree required, Masters preferred
- 1-3 year 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 professional and graduate 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.
  - Strong writing and communication skills
  - Ability to multi-task and meet deadlines

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: Michael Molina
Director CSTEP/STEP, ARCC
molina@fordham.edu

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