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<b>Job Title</b>	Educational Counselor
<b>PVN ID</b>	BX-2407-006344
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BRONX C. C.
<b>Department</b>	Talent Search Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 18, 2024 (Or Until Filled)

## General Description

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The Educational Talent Search Program is a federally funded program by the Department of Education and is designed to identify youth with potential for education at the post-secondary level and encourage them to complete secondary schools.

The Talent Search program provides individual counseling, advisement and technical assistance from 9th - 12th grade in career exploration; education planning; college entrance examinations preparation; admission and financial aid procedures; cultural and motivational development and guidance on secondary school re-entry to other programs.

Position start date: October 1, 2024, Monday - Friday, 9:00 am - 5:00 pm

## Other Duties

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- Assist in recruitment of eligible participants;
- Screen applicants for participant's eligibility;
- Responsible for assessing and documenting academic potential, financial eligibility and first generation eligibility of participants.
- Work with target school counselors in coordinating project activities;
- Maintain participants files according to proposed guidelines;
- Assist participants exploring career fields and career goals;
- Assist participants in choosing a post-secondary institution;
- Plan and Implement recruitment workshops, financial aid workshops for parents and participants; and college day field trips;
- Assist participant with the college process such as completing college admission, financial aid forms, college essay and SAT/ACT applications;
- Participate in staff development and in-service meetings;

- Be familiar with and adhere to the college's policies and procedures;
- Perform other duties as required to achieve program goals and objective.

## Qualifications

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- A bachelor's degree in counseling or related area - (Master's preferred);
- Must have at least one year experience counseling disadvantage youth;
- Must be familiar with the population of the high school target area;
- Knowledge of the financial aid and college procedure;
- Ability to communicate effectively with the disadvantage youth in groups as well as individuals;
- Ability to write clear and narrative reports;
- Bilingual is a plus (Spanish)