

Amanda Lovelace

From: Crickett Pimentel [Crickett.Pimentel@mtsu.edu]
Sent: Monday, July 29, 2013 10:54 AM
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Subject: TRIO Job Opportunity

Douglas Cherokee Economic Authority

Job Title: Educational Advisor

Location: Scott County

Program: Upward Bound

Education/Experience Qualifications: Master's degree in counseling, education or education related field preferred; Bachelor's degree with relevant experience acceptable. Experience supervising or advising disadvantaged youth in an educational setting. Strong public relations skills, energetic, enthusiastic, self-motivated and good communications skills. Computer proficiency is a must and experience with client software and internet usage is helpful. Must have valid Tennessee driver's license and proof of liability insurance on automobile. Ability to communicate clearly and concisely, both orally and in writing.

Duties and Responsibilities: Recruits and screens participants for eligibility, assesses need and enrolls them in project. Provides one-on-one assistance to students concerning college admissions processes, financial aid, career and academic issues. Conducts college/career workshops for students and parents. Develops and maintains relationships with parents, schools and other service providers. Maintains participant and project records and reports in accordance with funding source and agency requirements. Organizes and participates in occasional cultural activities or campus visits with students. May include weekend work. Participates in and assists with summer session and trip. Work schedule may change temporarily during the summer session and trip.

Hours and Benefits: Full-time; Non-exempt.

Send resume to: DCEA, Attn: UB Educational Advisor, P.O. Box 1218, Morristown, TN 37816. EOE