

Coordinator, Talent Search 61 South
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=229101>

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Posted Jan. 18, 2024, set to expire May 19, 2024

Job Title Coordinator, Talent Search 61 South
Department School of Education & Psychology
Institution Alcorn State University
Lorman, Mississippi

Date Posted Jan. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services
Counseling Services

Job Website <https://jobopps.alcorn.edu/postings/6916>

Apply By Email

Job Description

Provide specialized training in providing wrap-around services for students from first generation, low-income, and disability backgrounds in the following categories: secondary school persistence, financial education, career and leadership development, academic success strategies, post-secondary school preparation, connection, and community support.

Knowledge Skills and Abilities

- Ability to creatively motivate, empower and recognize students;
- Visual, auditory, and ambulatory ability;
- Excellent verbal and written communication skills;
- Conflict management skills;

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- Strong organizational skills;
- Empathetic;
- Positive relationship builder;
- Ability to track, report and analyze data;
- Assist with input of student and staff data for reporting requirements;
- Proficient in Microsoft Office, Email and other databases.

Essential Job Functions

- Recruit participants
- Coordinate services and activities
- Facilitate workshops and coach participants to persist, graduate and enroll in post-secondary education programs.
- Construct tutoring schedules
- Establish and maintain positive and cooperative relationships with target school staff, participants and the general public.

Qualifications

Bachelor's degree minimum; Master's degree preferred in counseling, education, higher education or a related field.

Minimum of two years of experience working with at-risk/disadvantaged students while increasing persistence, retention and graduation rates, as well as, promoting career exploration and financial education.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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