

Advisor, Talent Search
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=239149>

Downloaded On: Jul. 17, 2024 6:14pm

Posted Jul. 9, 2024, set to expire Nov. 29, 2024

Job Title	Advisor, Talent Search
Department	Talent Search
Institution	Austin Community College Austin, Texas
Date Posted	Jul. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services Communications/Public Relations Admissions/Student Records/Registrar
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Job Description	

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Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

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[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Advisor, Talent Search

Job Description Summary:

To provide Talent Search recruitment, programming, and student support in partnership with Austin Independent School District(AISD).

PLEASE NOTE: THIS IS A GRANT POSITION WITH FUNDING THROUGH 8/31/2027.

Job Description:

Description of Duties and Tasks

1) Responsible for Talent Search programming at Navarro ECHS, Eastside Memorial ECHS, Burnett, and Martin Middle Schools, such as recruitment and selection of participants at target middle and high schools; coordination of outreach activities, summer programs, and academic support services

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provided year-round; development of promotional materials; and conducting program assessments and evaluations.

- 2) Provides academic support services to Upward Bound students as it relates to high school and post-secondary success, including ACT/SAT test application and preparation, career planning, college selection, financial aid and application, scholarship applications, and college admission applications.
- 3) Effectively manages a caseload of Talent Search students at Navarro ECHS and Eastside Memorial ECHS, and Burnett and Martin Middle Schools. Maintains student and program records in a database.
- 4) Assures that all guidelines regarding Talent Search student eligibilities are met.
- 5) Assists with writing and developing program communications intended for the Talent Search website, newsletter, press releases, and social media accounts.
- 6) Develops and maintains effective working relationships with staff, parents, and key stakeholders within AISD communities.
- 7) Collaborates with the Navarro and Eastside Memorial ECHS, and Burnett and Martin Middle school staff and community organizations to identify barriers to learning and provide solutions and support systems that will enable Talent Search students' success.
- 8) May oversee the work of project staff, as needed.

Knowledge

- * Knowledge of the complexities faced by low-income, first-generation, and disabled students and adults.
- * Knowledge of financial aid terminology; Free Application for Federal Student Aid (FAFSA) filing requirements; types of federal student loans, and loan rehabilitation.
- * Knowledge of college access and educational advising issues for underrepresented populations in higher education (i.e., admissions, securing scholarships, major and course selection, and experience working with individuals to promote financial and economic literacy).
- * Knowledge of and ability to develop an Individualized Education Program (IEP), evaluate transcripts, and interpret exam scores.
- * Knowledge of and ability to advise for high school and college coursework.

Skills

- * Maintaining an established work schedule, including evenings and weekends.
- * Maintaining confidentiality of student and other work-related information.
- * Ability to recruit students, and to review, analyze, and evaluate program applications.
- * Ability to effectively manage a caseload of students.
- * Ability to communicate effectively in both oral and written form.

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- * Collaborative and effective team member and team builder.
- * Ability to establish rapport with high school students from diverse ethnic/racial backgrounds.
- * Ability to establish rapport with school, college, and community stakeholders.
- * Exceptional interpersonal, communication, organization, and facilitation skills.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.
- * Use a variety of social media and webpage platforms.

Required Work Experience

- * Two years of related work experience.

Preferred Work Experience

- * Life experience with barriers similar to those from TRIO target populations, including, but not limited to, being a member of an underrepresented group in higher education, being a first-generation student, being from a low-income family, or having a disability.
- * Experience providing individualized counseling to high school or college students, including assisting students with course selection, financial aid, and college enrollment.
- * Demonstrated commitment to supporting the academic needs of students facing barriers to educational success through academic coaching/advising, counseling, instruction, advocacy, and/or education.
- * Experience in an educational setting teaching, advising, and/or tutoring low-income, first-generation college students.

Required Education

- * Bachelor's degree.

Preferred Education

- * Bachelor's degree or higher in Education, Counseling, Psychology, Social Work, or a related field.

Physical Requirements

- * Work is performed in a standard office or similar environment.

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- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

Safety

*Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$45,760 - \$52,576

Number of Openings:

2

Job Posting Close Date:

July 22, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.



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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Advisor--Talent-Search_R-6274

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Contact Information

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

Contact

Talent Search
Austin Community College

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