

Program Counselor, NJ GEAR UP Program
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=248483>

Downloaded On: Nov. 13, 2024 6:27am

Posted Nov. 8, 2024, set to expire Mar. 27, 2025

Job Title	Program Counselor, NJ GEAR UP Program
Department	
Institution	Kean University Union, New Jersey
Date Posted	Nov. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Program-Counselor--NJ-GEAR-UP-Program_R3194-1
Apply By Email	
Job Description	

External Applicant Instructions

- **Please upload your resume/CV for automatic population of information to your Kean application.**
- **Your contact information, work experience and education**

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will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

NJ GEAR UP Program

Program Counselor

New Jersey Gaining Early Awareness and Readiness for Undergraduate Programs (NJ GEAR UP) strives to increase the number of underrepresented students from low-income backgrounds who enter and succeed in postsecondary education. In partnership with the Office of the Secretary of Higher Education, Elizabeth School District and Kean University, the project will serve students from select target schools in grades 7th grade through their first year of postsecondary education. NJ GEAR UP services are designed to increase the number of students progressing onto higher education, be successful in the baccalaureate and beyond. This program falls under Kean University’s Division of Entrepreneurial Education Initiatives.

The Program Counselor (Professional Services Specialist 4) will report to the Director of the NJ GEAR UP Program and assist in the design and implementation of postsecondary awareness and readiness programming for the target school district. This position will require academic and career counseling as well as the recruitment of students at each of the target schools. This position will supervise program mentors and tutors. This individual will provide support to key program components, including postsecondary awareness and readiness, financial aid awareness, parent outreach and career exploration.



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This position is responsible for Program activities at the university, in the schools and in the community. Program activities include workshops, individual and group academic and career advisement, providing information on post-secondary opportunities and assisting participants in completing secondary education applications and financial aid forms. The position of Program Counselor makes an overall commitment to the policies and procedures of the NJ GEAR UP Program.

This position requires travel and a flexible schedule including evening and weekend hours. This employee will work a regular Saturday schedule for approximately 20 weeks per year (10 Saturdays during the fall semester and 10 Saturdays during the spring semester) for Academy programs. During these weeks, the employee will be provided with an alternate day off during the workweek. The specific day off will be determined between the employee and the Director. *This position is grant funded and employment is contingent upon supporting grant funds.*

Qualifications: Bachelor's degree from an accredited college; one year of professional experience working with the target population (i.e. urban youth, underrepresented, low-income, first-generation students from diverse backgrounds) and bilingual in Spanish and English is required. Experience in higher education or primary/secondary education is preferred. A Master's degree can be substituted for the one year of required experience. Candidate must have excellent oral and written communication skills.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.



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Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.



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In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.



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EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

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

Contact