

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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