

POSTING DETAILS	
Posting Number:	5125
Position Title:	College/Career Advisor
Reports To:	Director, TRIO Pre-College Programs
DBM:	C43
Type of Position:	Service/Supervisory/Administrator
Assignment Description:	This is full-time, exempt, grant-funded position. Continuation of this position is dependent on funding.
Salary:	\$59,529.75 annually
Type of Benefits:	<ul style="list-style-type: none"> Medical, dental (with orthodontia), vision Life, Long-term disability State PERS retirement Tuition Waiver EAP
Other Benefits (if applicable):	<ul style="list-style-type: none"> Full-time Service and Supervisory employees receive 176 hours of vacation annually. Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.
Department:	TRIO Pre-College Programs
Job Summary/Basic Function:	Under general direction, the College/Career Advisor participates in the recruitment and enrollment of Talent Search/Upward Bound students, assesses the needs of students in the program, and develops and implements service plans to meet student needs and provides services required by grant regulations. Services to students include but are not limited to academic, career, and college preparation guidance to students in individual and group meetings; financial aid and skill building workshops; and assistance with college admission applications. The College/Career Advisor establishes positive relationships with teachers, counselors, administrators, and staff at the assigned schools as well as community members and parents. The Talent Search (TS) and Upward Bound programs are federally funded grant programs.
Essential Duties:	<ol style="list-style-type: none"> 1. Advises students individually and conducts workshops and seminars at various locations throughout the target area on such matters as school success, parent and peer relations, career planning, self esteem, communication skills, applying to programs of post-secondary education, applying for educational financial assistance, etc. to meet students needs and goals and comply with all applicable rules and regulations of the grant. 2. Assesses student needs, researches available materials and resources and develops curricula and activities to fulfill the purpose of the grant. 3. Coordinates with school administrators and teachers to implement plans appropriate for individual schools. 4. Establishes and maintains relations with schools and businesses to exchange information, promote the program, coordinate efforts, and create partnerships. 5. Interacts with parents to discuss program issues, provides resources and encourages their participation in activities with their child. 6. Generates and maintains records of student participation in activities and services provided in accordance with program requirements and laws concerning confidentiality. 7. Participates in the recruitment and enrollment of new students. 8. Participates in program refinement and evaluation planning sessions. 9. Performs other duties of a similar nature or level.
MINIMUM QUALIFICATIONS	
Education and Experience:	<p>Bachelor's degree in education, counseling, guidance, social work or a related field and two years of full-time work experience in the above areas; experience working with disadvantaged youth; or an equivalent combination of education and experience.</p> <p>This position may require additional approval by granting agency.</p> <p>Must be able to pass a pre-employment background check</p>
Knowledge, Skills and Abilities Required:	<ul style="list-style-type: none"> Knowledge of principles and practices of academic advising, counseling and providing guidance. Knowledge of concepts and factors that affect student success in the educational system. Knowledge of school systems and their relationships with communities. Knowledge of curriculum development and outcomes measurement. Skill in group facilitation. Skill in research and compilation of technical material. Skill in interpersonal communications: the ability to relate positively with all constituencies. Ability to work independently. Ability to motivate and encourage students. Skill in teaching and disseminating information. At minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the College’s intranet system to find and complete forms and read institutional documents; access the Internet and the College’s web site; use the calendaring function of the College’s e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.
Desirable Qualifications:	<ul style="list-style-type: none"> Ability to speak and understand Spanish. Background similar to our client population is preferred.
Physical Requirements:	Required to visit county schools frequently; must provide own transportation; and possess a valid drivers' license. Must be sufficiently mobile to visit sites. Must be able to ride on school buses with teenagers for long (12-15 hours) field trips.
	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	December 8, 2023

	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.
Special Instructions to Applicants:	Successful candidate will be required to provide official transcripts upon initial hire.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	Other Documents in support of the application Transcripts EEO Form (used for HR data collection only)
Required Applicant Documents:	Resume Cover Letter Answers to supplemental questions
CLOSING DATE:	Open Until Filled with first review of applications on January 3, 2024