

Job Level	Advisor TS	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * This position has minimal decision making, decisions regarding budget, purchases, and policies need to be approved by the assistant director. Decisions regarding day to day work and interaction with students can be made by this position. 	<ul style="list-style-type: none"> • Close supervision • Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Maintain a student caseload, and provide counseling, assessment, information, workshops, leadership development, and cultural enrichment events for participating students. * Plan and implement interactive and effective workshops during the academic year and during summer programs. * Plan, implement and supervise many one-day and several multiple-day trips to colleges/universities, educational and career sites in order to expose students to regional and national cultural, educational and career opportunities. * Recruit eligible participants into the program and develop a substantial wait-list of qualified potential participants. * Participate in and contribute to program planning and professional development activities of the program, including appropriate conference and training opportunities when available, as well as the development of the staff team. 	<ul style="list-style-type: none"> • Recurring problems with defined solutions
Interaction/Communication	<ul style="list-style-type: none"> * The Advisor reports to the Assistant Director of Educational Talent Search. * Meet regularly with parents of participating students, and design and present workshops for parent groups. * Develop and maintain a network of academic and career resources for the benefit of the program and participants, and connect students with appropriate resources based on student needs. 	<ul style="list-style-type: none"> • Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * The Advisor for the Educational Talent Search program in the Access Center is responsible for the group and individual student advising related to applying to and persisting in post-secondary education. 	<ul style="list-style-type: none"> • Acquiring knowledge of University policies and systems • Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree in liberal arts, education, behavioral/social sciences, social work, communications or related field must be obtained by start date. * At least one year experience advising, supervising and/or mentoring disadvantaged youth in and educational setting. 	<ul style="list-style-type: none"> • May require a Bachelor's degree