



## Cincinnati Youth Collaborative Talent Search Advisor

**Position Title:** Talent Search Advisor

**Positions Available:** One (1) Advisor for Woodward Career Technical High School  
One (1) Advisor for Gilbert A. Dater High School [Additional preferred qualification of bilingual in English and Spanish]

**Background:** CYC Talent Search identifies and assists more than 1,100 qualified students to complete high school and enroll in postsecondary education, each year. Talent Search provides academic, career, admissions, and financial advising to participating Cincinnati Public Schools students. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

**Reports to:** College & Career Success Manager [TRIO Talent Search Director]

**Collaborates with:** Talent Search College & Career Mentoring Coordinator, Talent Search Advisors, High School Administration, CYC Volunteer Manager, AmeriCorps Ohio College Guides, Other Community Organizations

**General Responsibilities:** Provide career exposure and college access advising to participating 7<sup>th</sup>-12<sup>th</sup> grade students in Cincinnati Public Schools (CPS); this position will be assigned to Woodward Career Technical High School. This program is grant funded by the US Department of Education and falls within the regulations and legislation of the TRIO Talent Search program.

**Specific Duties and Responsibilities:**

- Identify and recruit eligible program participants
- Initiate, develop, & coordinate educational, cultural and/or career exposure programming
- Advise and assist participants with the college admissions and financial aid processes
- Provide coaching, advising, and workshops to every student on caseload including:
  - College Admissions Assistance
  - Career/Academic Assessment and Advising
  - Financial Aid Information & FAFSA Assistance
  - Workshops (ACT/SAT Prep, Goal Setting, Study Skills)
- Maintain complete and up-to-date files on all participants including services provided, progress towards the program's objectives, and post-secondary plans
- Provide accurate and timely communicate with key stakeholders of work
- Serve as the team-based subject matter expert in a key area of college and career access

### **Professional Development**

- Maintain the highest standards of ethical conduct and practice in day to day interaction
- Adhere to professional standards of confidentiality at all times
- Attend assigned meetings and consult with immediate supervisor on a regular basis
- Attend CYC sponsored/required training and in-service sessions as scheduled
- Keep apprised of best practices related to the college and career access field

### **Preferred Qualifications:**

- At least one full year of experience in urban and/or underserved youth programming
- Experience with recruitment and relationship management
- All minimum qualifications met

### **Minimum Qualifications:**

- Bachelor's Degree in education, school counseling, or related field
- Strong and responsive customer service skills
- Excellent interpersonal, oral, and written communication skills
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds

### **Knowledge, Skills and Abilities**

- Ability to practice principles of good customer service
- Project management and problem solving skills
- Ability to effectively communicate the work of CYC to the community
- Strong presentation skills
- Basic understanding of College Admissions and/or Financial Aid
- Knowledge of TRiO or similar (GEARUP, etc.) programs
- Professional image
- Strong background with Microsoft Office Suite, Outlook and other applications and other applications