

Clark Atlanta University

Job Description

Position Title:	Program Specialist I
Employee:	
Department:	TRiO-Educational Talent Search (LaGrange Office)
Reports To:	Associate Director of Talent Search

General Function (Description):

The Program Specialist I is responsible for providing pre-college services to approximately 200-300 program participants in grades ninth and tenth in Troup County Schools. The Program Specialist I is also responsible for implementing the mentoring and tutoring components of the Talent Search program. This is a 10-month position and is grant funded with a current end date of August 31, 2026.

Examples of Duties and Responsibilities:

- Coordinates a program for including seminars, a parent program, correspondence, telephone contacts and newsletters, workshops and field trips that ensures that 95% of program participants stay in school remain in the program until graduation from high school
- Monitors participant progress throughout high school, implementing test prep courses, financial aid seminars etc. and assist participants with admissions and financial aid applications and work with college admission and financial aid officers so that 75% of graduating seniors enroll in college.
- Recruits program participants meeting federal standards and informs the community about the Talent Search program.
- Conducts workshops on time management, goal setting, career exploration, financial aid, college exploration, and other topics appropriate for pre-college students.
- Implement and develop a mentoring program for high-risk participants that ensure that 90% of these students are promoted to the next grade.
- Travel to each target school at least two times a month to conduct group sessions and hold one-on-one counseling sessions with program participants.
- Hires and supervises tutoring staff in the target areas and after school teachers and serve as the primary contact with the target schools.
- Implements a directory of qualified adult volunteers to assist with program events
- Implements parent program and community board to assist with fundraising and other

programmatic projects.

- Develop a strong network between the CAU community, target school officials and TRiO-ETS.
- Ensures federal guidelines regarding participant eligibility are met
- Provides academic and financial aid advising to program participants and parents.
- Develop and implement an age and grade level appropriate curriculum for the middle school through high school components
- Maintains student computer database.
- Assist with grant writing and/or research collection related to the program
- Performs other duties as assigned

Knowledge, Skills and Abilities

The candidate must be familiar with Georgia high school curriculum requirements, the Georgia University System post-secondary admissions and financial aid processes. Must have basic computer skills including word and knowledge of database management.

Must have classroom management skills, be able to gain the confidence of students and demonstrate leadership skills. Candidates must be computer literate including Microsoft Office and database management and have excellent written and oral communication skills. Must be familiar with the electronic FAFSA and Georgia Futures. Experience should include conducting individual and group counseling sessions. Must have knowledge of appropriate community and government social service agencies.

Minimum Hiring Standards

Education	Bachelor's degree in education, counseling, social work or a related field mandatory.
Years of Experience Required	Three years of experience in related field. The U.S. Department of Education requires preference be given to candidates a background similar to that of our Program participants. All candidates who do not come from a low-income background or were not first generation college students must demonstrate knowledge of problems of disadvantaged youth. Furthermore, candidates must be aware of effective methodologies to increase the number of disadvantage youth who stay in school, graduate from high school and enroll in a program of post-secondary education. Candidates with previous TRIO experience are preferred.
Years of Management/Supervisor Experience	N/A
Other Requirements	This position requires driving to target schools and community functions. Nights and weekend work are part of the scheduled duties. Candidates should have a cell phone and internet access.