

Clark Atlanta University Job Description

Position Title:	Associate Director
Employee:	
Department:	Educational Talent Search (LaGrange)
Reports To:	Director of TRiO Programs

General Function (Description):

Educational Talent Search (TS) is a federal TRiO Program. The goal of the program is to increase the number of low-income, first generation students who stay in school, take a rigorous curriculum, graduate from high school, and enroll in and eventually graduate from college. The position is grant funded. The Assistant Director manages a team of professional and support staff working toward the achievement of mandatory objectives. This is a 12-month position. Federal law requires preference be given to qualified candidates with a background similar to that of our program participants.

Examples of Duties and Responsibilities:

- Oversees all Educational Talent Search operations in the Troup County area, ensuring compliance with program objectives and regulations.
- Provides weekly contact with student caseload assignment of approximately 200 students for individual and monthly group counseling by providing personal and academic advising, study skills, personal counseling; tutoring; cultural and social activities; college visits; assistance with college entrance and financial aid applications and preparation for college entrance examinations, etc. (Participant number varies according to federal regulations.)
- Develops recruitment plan and materials including marketing, the screening and selection process; a time line for delivery of services including summative and formative evaluations, and a follow-up plan to track the status of program graduates for six years beyond high school.
- Plans and implements co-curricular activities such as the mentoring program.
- Fosters positive interactions with staff, faculty, administrators, students, parents, and the general public in the execution of daily activities.
- Manages financial resources, including planning, allocation, monitoring, and analysis of an annual budget in excess of \$300,000.
- Serves as liaison between the community, target schools, Boards of Education, Clark Atlanta University, the U.S. Department of Education, and partnering agencies to assist Educational Talent Search in achieving its goals.
- Maintains a library of college catalogs, applications, videos, software and other post secondary information.
- Supervises, trains, and evaluates Educational Talent Search staff.
- Prepares narrative for the U.S. Department of Education annual performance, in progress and prior experience reports.
- Compiles a monthly evaluation of the high school component and activities in assigned schools.
- Plans a calendar of events, within the constraints of the budget including field trips, cultural events, and a comprehensive parent program.
- Develops a communications network including newsletters, web page information and social media to inform

- participants, parents, school personnel and partners of ETS events, resource information, and important dates.
- Ensures program participants meet first generation and low income criteria.
 - Implements programs to include Hispanics and other groups with limited English proficiency.
 - Provides expert information to students, parents, school administrators, counselors, and faculty on college admission process, as well as qualifications and benefits of participation in federally funded TRiO Programs.
 - Expands program parameters to students who are trying to re-enter high school or college.
 - Helps seniors and parents with financial aid and admissions applications and educates all participants regarding the availability of financial aid, the types of financial aid, the process of getting financial aid and other financial literacy information.
 - Assists with grant writing and data collection and analysis.
 - Works with Atlanta Educational Talent Search and Upward Bound key staff to implement joint programming.
 - Raises funds for student scholarships.
 - Handles all administrative duties in the absence of the director.
 - Other duties as directed

Knowledge, Skills and Abilities

Candidates must:
 Possess excellent oral and written communication skills, as well as efficient organizational and time management skills.
 Possess discretion, sound judgment, and solid decision-making skills.

Be informed about and able to integrate appropriate technologies into the program and services.

Be knowledgeable about University policies and procedures.

Be computer literate including Microsoft office and database management (Blumen and Banner).

Have knowledge of current academic and counseling strategies to facilitate achievement.

Be familiar with the Common Core, End of Course Test, Georgia Basic Skills and other Georgia Regents high school curriculum requirements, the Georgia University System post-secondary admissions and financial aid processes, demonstrate leadership ability and administrative skills.

Be sensitive to the needs of a diverse population, able to speak in front of groups, and know the fundamentals of counseling and preparing presentations. Grant writing experience is desirable.

Be able to drive to target schools daily as well as travel to campus as necessary.

Minimum Hiring Standards

Education	The individual must possess a Master's Degree in counseling, education or related field preferred.
Years of Experience Required	Minimum three years of experience above entry level working with disadvantage youth in an academic setting.
Years of Management/Supervisor Experience	One year leading a team or supervising preferred.