Memo

To: Program Directors

From: Sarah Childress

Date: July 30, 2019

Re: Position Openings

This position is currently open**.** Please forward this to your employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: Education Specialist

**Location:** Scott County

**Program:** Upward Bound

**Position Summary:** Provides one-on-one assistance to students concerning high school academics and issues, the college process, and financial aid.

**Duties and Responsibilities:**

* Recruits participants for program enrollment.
* Screens and verifies participants for program enrollment eligibility and assesses needs.
* Conducts weekly meeting with participants.
* Provides one-on-one assistance to students concerning high school academics, the college admissions process, financial aid, career choices and goals, etc.
* Conducts college/career/financial aid workshops for participants and parents.
* Develops program relationships with schools, parents and other providers.
* Maintains participant and project records and reports in accordance with funding source and agency requirements.
* Coordinates, monitors and manages academic tutoring program.
* Participates in cultural activities and/or campus visits.
* Participates in and assists with the summer session and summer trip.

**Education:**

* Bachelor’s degree required in education, counseling, social work, psychology or other related field.

**Experience and Skills Requirements:**

* Experience supervising or advising disadvantaged youth in an educational setting.
* Be punctual, dependable, accurate, and thorough.
* Computer proficiency is a must and experience with client software, Microsoft Office and internet usage.
* Knowledgeable in the post-secondary process: FAFSA, ACT Prep, the college admissions process, financial aid, college life.

**Hours and Benefits:** Position is full-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: UB Education Specialist, P.O. Box 1218, Morristown, TN 37816. EOE.