

# Memo

**To:** Program Directors  
**From:** Sarah Childress  
**Date:** October 22, 2019  
**Re:** Position Openings

---

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

---

**Job Title:** Education Specialist

**Location:** Grainger, Claiborne and Hancock Counties

**Program:** EOC

**Position Summary:** Provides one-on-one assistance with financial aid and college admissions processes.

**Duties and Responsibilities:**

- Assists clients in completion of FAFSA and college admissions process.
- Conducts financial aid and college/career workshops in target counties.
- Screens participants for eligibility, assesses needs and enrolls them in project.
- Maintains participant and project records in accordance with funding source and Agency requirements.
- Provides evaluation data for monthly, quarterly and final reports.
- Establishes, provides orientation and meets with advisory committees on a quarterly basis. Assists them in creating and awarding scholarship funds.
- Establishes and maintains coordinating relationships with service providers serving special needs groups with all post-secondary institutions, GED/ABE programs, adult high schools, high schools and community partners in target counties.

- Promotes project in the communities. Makes presentations to residents, schools and community organizations. Creates and maintains partnerships.

**Education:**

- Bachelor's degree required in educational or human/social services field.

**Experience and Skills Requirements:**

- Minimum two years' relevant experience preferred, with previous training or experience in academic or career counseling, assessment methods, knowledge of financial aid and college admissions process.

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

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