

The Research Foundation for State University of New York  
The College at Brockport, 350 New Campus Drive  
Brockport, New York 14420-2932  
(585) 395-5193

**ANNOUNCEMENT  
OF VACANCY  
Exempt Position**

Applications are invited for consideration for appointment to the following position:

DESCRIPTIVE TITLE: COLLEGE AND CAREER ADVISOR BUDGET TITLE: ACADEMIC COUNSELOR FULL-TIME   
PROJECT & LOCATION: Educational Talent Search (ETS) Program – Rochester, NY DURATION OF APPT.: 9/1/17 – 8/31/18<sup>(1)</sup>  
SALARY RANGE: \$30,000 - \$32,000 AS P/T/A #: 1142069-1-76128 DATE TO BE FILLED: ASAP

**Function and Scope:**

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. 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. The College and Career Advisor will be the primary service provider.

**Duties:**

- Identify and recruit students who have potential to attend college or post-secondary career training
- Evaluates the academic needs of each student and connects them with needed services, including educational, career, and financial counseling.
- Assists with design and implementation of Summer Institute
- Advises ETS students in academic areas and their professional development
- Plan, conduct and arrange field trips (i.e., college, cultural and career site visits)
- Documents academic progress of all program participants
- Maintains student database for assigned Target School
- Connects students to other services as needed including tutoring, SAT prep, career counseling
- Reports to PD monthly on activities in assigned Target schools
- Provides PD with database of students served – updated monthly
- Promotes the program within Target schools and any recruitment events
- Communicates regularly with current and prospective students and parents
- Attends all ETS monthly staff and collaborative partner meetings as needed
- Tracks alumni where feasible to assist with or assess continued educational attainment
- Updates PD on changes in Target school student population, expectations or administration
- Files original student application, and documentation of services in ETS Main Office monthly
- Submits oral and written reports to PD monthly and for the annual report
- Attends local and regional professional developmental activities that enhance job performance.
- Other duties as assigned by the Project Director.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in education, counseling, social/behavior sciences, or related field.
- Two years' experience working with underrepresented students (educationally under-prepared, low-income, first-generation) 7<sup>th</sup> – 12<sup>th</sup> grade student populations.
- Strong knowledge of Rochester City School District's policies, procedures and administration.
- Demonstrated excellent communication and interpersonal skills.
- Proficiency in Microsoft Word and Excel records management systems
- Ability to work with a culturally diverse population.

**PREFERRED QUALIFICATIONS:**

- Two years' professional experience in academic counseling, advising or teaching in student support programs
- Master's Degree in education, counseling, social/behavior sciences, or related field
- Demonstrated experience working with diverse populations.
- Experience working with TRiO Programs.

**SPECIAL NOTES:** *Preference will be given to highly qualified persons who are members of groups underrepresented in higher education such as members of racial or ethnic minority groups, or low-income, first generation individuals.*

This position is a Research Foundation for The State University of New York (RF) position and is subject to The Research Foundation for SUNY policies and procedures, sponsor guidelines, and the availability of funding<sup>1</sup>. All finalists for this position will be subject to suitable pre-employment back-ground investigation and may include confirmation of credentialing. Offers may not be extended until we receive a positive outcome from the pre-employment background investigation.

The Research Foundation for The State University of New York (RF) is a private non-profit educational corporation. The RF is not an agency or instrumentality of the State of New York. RF employees are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The RF operates under a contract with The State University of New York and receives no directly appropriated state funding. Applicants will not be reimbursed for any travel expenses.

<sup>1</sup> This position is subject to annual review based on performance and the availability of funds.

Research Foundation employees working more than 50% of the time receive fringe benefits.

For more information about the RF, check our website at [www.rfsuny.org](http://www.rfsuny.org).

Persons interested in the above position should submit a resume along with a letter of application and three (3) letters of reference to:

Name/Title: Ms. Barbara Thompson, Project Director  
Address: Educational Talent Search Program  
350 New Campus Drive, Cooper Hall  
Brockport, NY 14420  
Telephone: (585) 395-2367  
Email: bthomps@brockport.edu

Review of applications will begin immediately and continue until the position is filled; however, candidates should submit their application by the beginning review date to insure optimal consideration.

Beginning Review Date: February 20, 2018

As an Equal Opportunity/Affirmative Action employer, the Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, and veteran or disability status.