

Sul Ross State University
Position Description

Official Title: Talent Search Project Director
Salary Group: Unclassified (2)

Job Code: 1619

Summary

Function: To supervise the Talent Search Program in the secondary schools in Alpine, Marfa, Pecos and Presidio, Texas.

Scope: Working with the secondary students and their families, the faculty and staff from Alpine ISD, Marfa ISD, Pecos-Barstow ISD, and Presidio ISD.

Duties

Essential: Coordinate and supervise the staff and activities for the SRSU Talent Search Program in Alpine, Marfa, Pecos, and Presidio; prepare informational presentations, press releases, and promotional materials for program; hire, train, supervise, and evaluate Talent Search staff; serve as liaison for program to other university and community groups; administer Talent Search annual budget; work with Talent Search students/participants and their families on goal setting, career exploration, college preparation and enrollment; monitor participant progress and supervise program data; prepare annual Progress and Performance reports; prepare continuation budgets and competitive program continuation proposals; oversee the recruitment and selection of project participants; implement a coordinated approach among components in assessing participants' needs and delivering services; provide training and support for Talent Search families; coordinate Outstanding Involved Talent Search Parents program; provide direct Talent Search services to Alpine and Marfa Independent School Districts; and prepare and distribute semi-annual SR Talent Search program newsletter. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Talent Search Program Director will report to the Associate Vice President for Enrollment Management

Given: Supervise the Presidio Coordinator, the Pecos Coordinator, and the Talent Search Secretary.

Education

Required: Master's Degree in Education, Counseling, Sociology, Social Work, Public Administration, or a related field

Preferred:

Experience

Required: Three years experience designing, managing, implementing programs for disadvantaged youth; demonstrated teaching and/or counseling experience; demonstrated sensitivity to the needs of disadvantaged students; and demonstrated ability to communicate with people from diverse backgrounds.

Preferred: At least three years supervisory work in a pre-college educational setting; background similar to those of the target population;

Equipment/Skills

Required: Ability to maintain flexible schedule, including evening and weekend work; knowledge of personal and instructional computing applications;

Preferred: Bilingual in Spanish and English; knowledge of Talent Search projects.

Working Conditions

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: August, 2006