

Sul Ross State University
Position Description

Official Title: Program Support Specialist

Salary Group: 12

Job Code: 3215

Summary

Function: To coordinate and execute the Talent Search Program in the secondary schools in Pecos or Presidio, Texas.

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

Duties

Essential: Coordinate the SRSU Talent Search Program activities in a secondary school; work with middle and high school students and their families, and district faculty and staff on Talent Search activities and events; meet with participants/students on regular basis to provide academic advisement, information, and assistance related to successful school completion and entry into postsecondary education; monitor academic progress of all participants; maintain, compile, and analyze up-to-date data on participants; prepare and maintain accurate project administration records; supervise and coordinate student tutors and mentors for specific ISD; plan and coordinate college visitations, cultural activities, and Talent Search workshops and events; assist Project Director with project evaluation and other Talent Search activities and duties; provide participants' families with training and support; track family involvement for Outstanding Involved Talent Search Parents program; and prepare and submit reports as requested. Position is Security Sensitive.

Non-Essential:

Supervision

Received: Reports to the Project Director for the Sul Ross State University Talent Search Program

Given: Tutors and mentors in specific school district

Education

Required: : Bachelor's degree in counseling, education or related field.

Preferred: Master's degree in counseling/related field

Experience

Required: with two years experience working with low income and/or academically disadvantaged, minority individuals; strong communication and organizational skills; bilingual in English and Spanish; freedom from racial/ethnic biases;

Preferred: assessment experience; background in counseling, career development, financial aid, and academic advising; teaching experience; background similar to that of the participants.

Equipment/Skills

Required ability to maintain flexible schedule, including evening and weekend work; knowledge of personal and instructional computing application.

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

Special: One coordinator will maintain an office in Pecos with the school district and one coordinator will maintain an office in Presidio with the school district.

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

Date revised: June 2016