

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971  
(530) 283-0202, ext. 257  
www.frc.edu

## ADVISOR - EDUCATIONAL TALENT SEARCH

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### DEFINITION:

Under general supervision of the Talent Search Director, the Advisor will collaborate with school personnel at assigned schools to meet grant objectives of the federally-funded Talent Search program. The Advisor will develop, coordinate and deliver career and college readiness services to students in grades 6-12. The Talent Search program aims to increase the rate at which low-income and first generation students graduate from high school and go on to graduate from post-secondary institutions.

The position is contingent on continued grant funding.

### CLASSIFICATION:

- FLSA Non-Exempt
- Classified – CSEA
- Date Modified: February 2024

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plan and coordinate classroom workshops, individual advising, college tours, STEM field trips and events for students, teachers and parents
- Recruit students at assigned schools through classroom presentations
- Build and maintain trusting relationships with 6<sup>th</sup>-12<sup>th</sup> grade students from diverse backgrounds

- Develop and present workshops on career exploration, postsecondary education, financial literacy and financial aid to participants of the program
- Meet individually and in groups with participants on a regular basis to provide academic advisement, career exploration, financial literacy skills and post-high school education planning
- Assist students with financial aid, scholarships, and college applications
- Develop and distribute evaluations and surveys to students
- Organize and maintain a master calendar of all grant-funded activities
- Maintain effective communication with director, colleagues, students, teachers, counselors and school staff
- Maintain accurate, up-to-date student records and database, including documentation of eligibility, student academic records, contacts, and follow-up information. Maintain confidentiality of all student record information, in accordance with Talent Search program processes
- Prepare and maintain accurate records including travel forms, monthly reports, time and effort forms, and the maintenance of student database
- Provide input and assist in the development of outreach and marketing materials, including program information on Feather River College's website
- Prepare and disseminate reports and materials to faculty and staff
- Attend staff meetings and professional development trainings as needed
- Perform a variety of other clerical and technical processing tasks
- May supervise student workers
- Other duties as assigned

**Knowledge, Skills & Abilities:**

- Ability to relate to youth from diverse social, economic and cultural backgrounds
- Strong listening, oral, written and presentation skills
- Skill in developing engaging trainings and speaking in front of groups
- Ability to develop presentation and workshop materials, including flyers and outreach materials.
- Ability to work as a team member and develop cooperative working relationships
- Ability to work independently—to organize, set priorities, meet deadlines and follow through on details with minimal supervision
- Knowledge of Microsoft Office—Word, Excel, PowerPoint, Outlook

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree, preferably in human service or education related field
- 2-3 years of related experience in teaching, counseling, advising or leading groups of youth
- Professional experience working with students from diverse social, economic, academic and cultural backgrounds

- Must possess a valid driver's license and have a satisfactory driving record
- Must be willing to travel and drive to school sites across county
- Must be willing to work at functions outside of regularly scheduled work hours on occasion

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

- Experience providing academic, career, college or personal counseling for middle or high school students
- Experience facilitating workshops and presenting for groups of students and parents
- Background similar to Talent Search program participants

**PHYSICAL CHARACTERISTICS:** The physical abilities involved, with or without reasonable accommodation in the performance of essential duties are:

- Manual dexterity to operate keyboards and manipulate papers
- Speech and hearing to communicate effectively with individuals and to groups
- Vision to read text, forms, and computer screens
- Lifting and carrying workshop materials up to 20 pounds

This work is performed in a variety of settings on- and off-campus.