POSITION ANNOUNCEMENT

Education Specialist
Educational Opportunity Center (EOC)

POSITION: Education Specialist for Educational Opportunity Center, a TRIO Program; to begin September 2015; 9 month / 2 summer terms (optional) contract. This position reports to the Assistant Director of EOC.

JOB DESCRIPTION: Work with low-income, first-generation college students assisting them in all aspects of beginning or continuing their postsecondary education. This program serves 1,000 participants each year in a 22 county target area. Successful candidate will be responsible for program activities offered at Henderson State University, adult education centers, schools, churches, businesses, community agencies/organizations, prisons, and inpatient drug rehabilitation centers. These activities include individual, group, and career counseling; presenting workshops; providing information on postsecondary opportunities; and helping participants complete college admissions applications and financial aid forms. This position requires some evenings and weekend meetings with participants and agency partners.

QUALIFICATIONS: Henderson State University is an Equal Opportunity/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff and students. In pursuit of this, the EOC Program seeks an energetic individual with Master’s degree in clinical mental health counseling, social work, education, or related areas, or will consider individual who has applied for admission to Graduate School in a degree program in the previously mentioned disciplines. Two years’ experience in working with disadvantaged populations is required. Specific knowledge of career counseling, educational opportunities, and financial aid required. One year of experience in classroom management, assessment and facilitating group workshops required. Strong communication and interpersonal skills are required along with the ability to enter, maintain and manipulate data in a personal computer.

SALARY: Contract is for an annual total salary range of $28,500 to $30,000 which includes the regular, ten-month academic year plus the two optional summer terms. The salary offered will be dependent on the selected candidate’s qualifications and experience. The EOC Program is a federally-funded program and is contingent upon continued funding.

THE UNIVERSITY: Henderson State University is located in Arkadelphia, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, and the iconic DeGray Lake, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu, www.arkadelphiaalliance.com, or www.arkadelphiaisd.schools.org for more information about Henderson and our community.

APPLICATION: Provide a letter of application addressing position qualifications, complete resume, contact information for three current references, and unofficial transcripts to Jennifer Harrington, EOC Ed Specialist Search Committee Chair; HSU Box 7574; Arkadelphia, AR 71999-0001; harrinj@hsu.edu. Please submit all materials by August 24, 2015, for optimal consideration.

The selected candidate will be required to submit to a background screening including criminal background check pursuant to university policy.