**Outreach Advisor (Educational Talent Search) – Vincennes, IN Full-time**

Vincennes University is seeking a knowledgeable, highly motivated, and energetic individual for the position of Outreach Advisor for Educational Talent Search, a TRIO Talent Search Program through Vincennes University. This is s full-time 12-month, professional staff position.

This position is responsible for:

- Reports to the Project Director;
- Identifies & recruits eligible participants;
- Aids in identifying & meeting participants' academic needs;
- Advises project participants with services in career exploration, educational information, and financial literacy;
- Assists with project newsletter;
- Monitors participants' academic progress and maintains accurate records of services;
- Coordinates and attends campus visits with students;
- Attends meetings & in-service training;
- Serves as a liaison with target school & community agency representatives;
- Compiles information on Educational Talent Search services, participants, & activities ;
- Ensures confidentiality of participant-staff relationship;
- Assists in designing & implementing curriculum to meet participant needs;
- Represents the project at forums, weekend/evening events;
- Travels to target schools, agencies, as well as needed training;
- Monitors project alumni for postsecondary completion;
- Performs other duties as assigned.

Successful candidates will have:

- Bachelor's degree required in counseling, education, social sciences, or a closely related field. A Master's Degree or a minimum of three years' experience and training in working with youth in an educational setting or social sciences field preferred.
- Must have strong communication, planning, and organizational skills.
- Experience working with Google Classroom and other online platforms.
- Must possess a combination of knowledge and experience working with individuals who are traditionally underrepresented in postsecondary education.
- Experience in collaboration with other service programs.
- Must have proficient computer skills.
- Must display competency with instruction applications of technology.
- A valid driver's license is required.

- Employment is contingent upon completion and approval of a criminal background check.

**Benefits:**

The candidate will be eligible for most benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: http://vinu.edu/human-resources.

**How to Apply:**

Interested applicants should submit a cover letter and resume including contact information for three references to Human Resources by email at jobs@vinu.edu or mail to Vincennes University, Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate may be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer.