

FINLANDIA

UNIVERSITY

Title: TRIO Talent Search Academic Advisor
Department: TRIO Pre-College Programs
Supervisor: Director, TRIO Pre-College Programs
Category: Staff
Status/Type: Exempt – 9 month position (September 1 – May 31), prorated salary based on start date as soon as position is filled.

Position Summary:

Coordinate and present activities designed to promote success in middle and secondary school and assist low income, first-generation students to access and successfully complete postsecondary education through services to accomplish TRIO Talent Search grant-funded objectives by the US Department of Education.

Required Qualifications:

- Minimum of a B.S./B.A. degree, prefer master's, in education, social services, and/or a related field.
- Experience in academic advising and/or teaching youth, with a strong commitment to working with disadvantaged students.
- Must possess good interpersonal, oral and written communication skills, demonstrate organizational skills, and ability to prioritize multiple tasks with an attention to details and accuracy.
- Demonstrate computer skills specifically in Google Suite, Word, Excel, social media networks, database management and various computer devices.
- Dependable transportation, valid license, and good driving record.
- Willingness to use university or personal vehicle for job-related target area travel.

Desired Qualifications:

- Ability to role model characteristics of successful higher education degree earning individual by working collegially and effectively as part of a team and independently with minimal supervision, while maintaining high character and judgment when dealing with confidential information.
- Experience working in an education environment with youth and young adults.
- Preference given to individuals who have succeeded in overcoming disadvantages and circumstances similar to those of the populations of target area.

Essential Responsibilities:

- Coordinate and conduct large group presentations to one-on-one sessions in Western Upper Peninsula middle and high schools.

- Implement and maintain tutoring and mentoring for participants, financial aid and college application procedures, activities promoting completion of secondary education, college tours, academic advising and goal setting, ACT/SAT and college prep workshops, collaborative learning activities, study and test taking skills presentations, and entrance into and completion of postsecondary education.
- Document, coordinate, and evaluate implementation and successful progression towards accomplishing the project objective by assisting with data collection and documentation utilizing programmatic database system.
- Create and maintain channels of referral into programs by publicizing project services/activities and assist with upkeep of correspondence in regards to recruitment/acceptance
- Willing to work evenings and occasional weekends as well as attend overnight project trips and professional development opportunities as scheduled.
- Implement, maintain, and follow through a programmatic schedule in coordination with target school personnel.
- Adhere to university policies and procedures.
- Support institutional identity and mission of Finlandia University “as a learning community dedicated to academic excellence, spiritual growth, and service”
- Perform other duties as assigned.

Application Procedure:

Review of applications will begin immediately and continue until the position is filled.

Mail or e-mail (preferred) a cover letter, resume, personal statement, and Finlandia employment application to:

David Kamrad
 Director, TRIO Pre-College Programs
 Finlandia University
 601 Quincy St.
 Hancock, MI 49930
kamrad@finlandia.edu

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns: Fredi DeYampert, Title IX Officer, fredideyampert@finlandia.edu. 906-487-7301

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