Position: Educational Talent Search Counselor EEO No. RD 11-14

Responsibilities:
- Counseling students (grades 6 and up) on a regular basis, individually and/or in groups to help prepare them for post-secondary education
- Maintaining accurate records on all students in the program
- Administering surveys, tests, inventories, and other instruments needed for counseling students and making evaluations
- Collecting data and other information essential for counseling students regarding careers, self-improvement and post-secondary educational goals
- Assisting, conducting, and developing workshops that promote student retention and graduation
- Assisting in the preparation and writing of grant proposals
- Establishing and maintaining good relationships with various University, junior high school, and high school personnel for referral, coordination and evaluation purposes
- Travel required
- Perform other duties as deemed necessary by the Director

Qualifications:
Minimum qualification is a Master’s Degree. Additionally, the applicant should demonstrate the ability to relate well to students and University personnel and to employ effective individual and group counseling techniques.

Funding:
The position is funded through the U.S. Department of Education under the Department of Special Services, Educational Talent Search Program Grant #R1368

Salary: Dependent on qualifications and experience.

Starting Date: ASAP

Applications: A résumé, three letters of recommendation, and transcript materials must be received by 02/20/15 for consideration. Please mail application materials to:

The QSN Committee for TS Counselor
Department of Special Services
University of Louisiana at Lafayette
P. O. Box 43452
Lafayette, LA 70504

Application Deadline: February 11, 2015