



**Position Title: Talent Search Advisor**

**Background:** CYC Educational Talent Search (ETS) identifies and assists more than 1,100 qualified students to complete high school and enroll in postsecondary education, each year. Talent Search provides academic, career, admissions, and financial advising to participating Cincinnati Public Schools students. The goal of Educational Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

**Reports to:** College & Career Success Manager

**General Responsibilities:** Provide career exposure and college access advising to participating 7th-12th grade students in Cincinnati Public Schools (CPS); this position will be assigned to one high school, but will support ETS advisors in their individual buildings, as a result, the ETS Supervisor will have a reduced caseload. This program is grant funded by the US Department of Education and falls within the regulations and legislation of the TRIO Talent Search program.

**Advisor Duties and Responsibilities:**

- Identify and recruit eligible program participants
- Initiate, develop, and coordinate education, cultural and/or career exposure programming
- Advise and assist participants with the college admissions and financial aid processes
- Provide coaching, advising, and workshops to every student on caseload including:
  - College Admissions Assistance
  - Career/Academic Assessment and Advising or Financial Aid Information & FAFSA Assistance
  - Workshops (ACT/SAT Prep, Goal Setting, Study Skills)
  - Parent Programs/Contacts
  - Newsletter/Outreach Activities
- Maintain complete and up-to-date files on all participants including services provided, progress towards the program's objectives, and post-secondary plans
- Provide accurate and timely communicate with key stakeholders of work
- Serve as the team-based subject matter expert in a key area of college and career access
- Other duties as assigned

**Professional Development**

- Maintain the highest standards of ethical conduct and practice in day to day interaction
- Adhere to professional standards of confidentiality at all times
- Attend assigned meetings and consult with immediate supervisor on a regular basis



- Attend CYC sponsored/required training and in-service sessions as scheduled
- Keep apprised of best practices related to the college and career access field

**Minimum Qualifications:**

- Bachelor's Degree in education, school counseling, or related field
- Strong and responsive customer service skills
- Excellent interpersonal, oral, and written communication skills
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds
- Experience with student recruitment and relationship management

**Knowledge, Skills and Abilities**

- Ability to practice principles of good customer service
- Project management and problem solving skills
- Ability to effectively communicate the work of CYC to the community
- Strong presentation skills
- Basic understanding of College Admissions and/or Financial Aid
- Knowledge of TRiO or similar (GEARUP, etc.) programs
- Professional image/ presentation

**TO APPLY:**

Qualified candidates may apply in confidence by submitting cover letter and resume to:

Billie Sue Toepfer, SPHR  
Human Resources Manager  
[hr@cycyouth.org](mailto:hr@cycyouth.org)

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