

**Paris Junior College
Announcement of Vacancy**

**Coordinator Educational Opportunity Center
May 3, 2022**

Responsibilities: This position will serve the disadvantaged individuals of the target area by providing personal, vocational, and educational advising to promote an increase in postsecondary education attainment. Secondary and postsecondary dropouts will be encouraged to re-enter the mainstream of education. To assist the Director in the planning and management of the program activities and meeting objectives; establish and maintain working relationships with service agencies; provide personalized one-on-one assistance with academic and financial aid applications; develop specific plans of action to increase retention and graduation rates; conduct extensive follow-up with program participants; and help maintain database management system for reporting purposes.

Qualifications: Applicant must have a Bachelor Degree (Master's preferred) with an emphasis in Counseling & Guidance, Social Work, Communication, Higher Education, or related field preferred. Minimum of two years of TRIO working experience (preferred) or in higher education or related field. Supervisory experience desired. Experience in academic and financial aid advising. Strategic planning and program management, detailed oriented, and high-level multi-tasking skills required. Excellent oral and written communication skills to effectively build and maintain relationships with educationally disadvantaged individuals; target area: service agencies, institutions, and businesses; and community referral source personnel. Ability to use technology and software to maintain files and documentation accurately, in a timely and efficient manner. Must be able to work independently, respect confidentiality, be able to problem solve, and maintain courtesy in dealing with students, community leaders, faculty, staff and visitors.

Salary: The annual salary for this position is \$38,000 - \$40,000 and is contingent upon funding through the Educational Opportunity Center Program funds.

Fringe Benefits: This position covers health insurance at 100% for employee. Additional optional coverages include dental, vision, AD&D, life insurance, and long- and short-term disability. Other benefits include retirement under the Teacher Retirement System of Texas, accrued sick leave, vacation, paid holidays, and an employee reimbursement/dependent scholarship program. Health benefits require a 60-day employment period.

Application Procedures: Nominations and applications will be accepted until the position is filled; however, the search committee will begin reviewing applications on May 18, 2022. Candidates cannot be guaranteed full consideration if materials are received after that date. A Paris Junior College *Application for Employment*, cover letter, resume, e-script of transcripts (the documentation explanation page confirming the transcript is official is required to be included) must be emailed to humanresources@parisjc.edu, and a list of references are required. This position is security-sensitive and may require a post-hire Disclosure Regarding Background Investigation on the successful candidate. To download the PJC *Application for Employment and Disclosure Regarding Background Investigation Authorization*, please visit our web site at www.parisjc.edu/employment. Submit completed forms and all other information to humanresources@parisjc.edu or mail to Human Resources Office, Paris Junior College, 2400 Clarksville Street, Paris, TX 75460. EOE.

Note:

- *Applicants must complete the Disclosure Regarding Background Investigation and the Acknowledgment and Authorization for Background Check forms along with the application. Please print The Summary of Your Rights Under the FCRA document for your records. A background check is not completed until after an offer of employment is extended.*
- *The form opens automatically in the browser with Safari and Chrome; it will download automatically in Firefox. While it is possible to fill the form out in your browser window, some browsers will not automatically save the information when downloaded. Please download the form and open it in Adobe Acrobat, fill out and save, then attach the saved form to an email to humanresources@parisjc.edu.*

Paris Junior College is an affirmative action and equal employment opportunity institution and does not discriminate on the basis of sex, disability, race, creed or religion, color, age, national origin, veteran status, or any other protected group status. Applicants requiring accommodations for the application or interview process should contact the Human Resources Office.
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