

Henderson State University

TRiO Educational Opportunity Center

Education Specialist

Job Description: The Education Specialist assumes the overall responsibility for an assigned caseload of eligible adults residing in a 22 county target area and preparing participants for entry/re-entry into postsecondary educational programs.

The EOC Education Specialist is responsible for EOC project activities, including workshops, working with single parents and families with preschool children, providing information on postsecondary opportunities, and helping participants complete college admissions applications and financial aid forms. The EOC Education Specialist reports to the Henderson State University (HSU) EOC Assistant Director, TRIO Director, HSU Administration, and the U.S. Department of Education.

Qualifications: Henderson State University is an Equal Opportunity/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students. In pursuit of this commitment, candidates will possess Master's degree in counseling, education, administration, or a related field. Will consider an individual who has applied for admission to Graduate School and/or a particular degree program in the previously mentioned disciplines. Commitment to and experience working with disadvantaged populations and students with preschool children.

A minimum of two years of experience in classroom management, assessment, and facilitating group workshops.

Salary: Mid \$30's Commensurate with qualifications and experience.

University: Henderson State University is located in Arkadelphia, Arkansas, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock, Arkansas on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu, www.arkadelphiaalliance.com or www.arkadelphiaschools.org for more information about Henderson State University and our community.

Department: The Educational Opportunity Centers program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions.

Application: Send a letter of interest, professional resume, and the names, phone numbers, and email addresses of four references to:

Jared Bray , Search Committee Chair
brayj@hsu.edu

Review of applications will begin April 19, 2021, and continue until the position is filled. The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request.