

Position: TRIO Educational Advisor

Time commitment: 34 hours per week (.85 FTE)

Funded by the U.S. Department of Education, the Educational Opportunity Center (EOC) assists adults (19 years and older) who are interested in enrolling in post-secondary education. This position will help address the goals of the program through recruitment and service provision. Responsibilities include:

- Recruit prospective participants by identifying and visiting a various community agencies and organizations.
- Deliver presentations about the services provided.
- Provide advising regarding admissions, financial aid, career planning, etc. that results in college enrollment.
- Track participants' progress toward college enrollment.
- Enter and maintain data in database.

Minimum Qualifications

- Bachelor's Degree in a Social Science or other related field.
- Two years' experience working with economically disadvantaged populations.
- Experience working with adults.
- Basic knowledge of financial aid policies and processes.
- Basic knowledge of admissions policies and processes.
- Computer literate.
- Experience advising adults academically.

Preferred Qualifications

- Substantial experience or expertise in one of the following areas: adult education, financial aid, admissions, career planning, financial literacy, or loan default counseling.

Work Conditions

- Occasional weekends and evenings required.
- Local travel and occasional overnight travel may be required.
- Use of personal vehicle/travel required.

To apply, please email application materials (resume and cover letter) to Theresa Palamore, tpalamore@flfchicago.org.