



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Counselor

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Maryland Educational Opportunity Center (MEOC)

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 2305 N. Charles Street, Ste. 101, Baltimore, MD 21218

REPORTS TO: Associate Director, MEOC

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

The Maryland Educational Opportunity Center (MEOC) is a community based program that provides free counseling, information and technical assistance to adults and youth interested in going to college or other postsecondary schools. Under the direct supervision of the Associate Director, the MEOC Counselor is responsible for providing direct services to program participants via individual and group guidance and counseling sessions; researching and advising the counseling staff of various opportunities within a specific specialty such as financial aid, scholarship, alternative education, career development, higher education, and community resourcing; and providing periodic staff development opportunities.

DUTIES AND RESPONSIBILITIES

- Provides guidance and counseling to all assigned participants.
 - Develops and implements recruitment activities designed to involve students and community residents in MEOC activities.
 - Identifies and selects target area residents for MEOC program participation.
 - Provides clients, individuals and groups, with information concerning higher education and career opportunities.
 - Assists clients in the identification of and application to appropriate postsecondary educational programs.
 - Assists clients in the identification of and application to organizations, educational institutions, and agencies for financial assistance.
 - Provides program services to a designated quota of participants each month.
 - Places the minimum number of clients assigned in postsecondary educational programs.
 - Maintains appropriate records and information necessary to document client eligibility for program services.
 - Completes and submits monthly data by established deadline dates.
 - Prepares a year-end report including a summary of services provided and an evaluation of the relationship for all school and agency contacts.
 - Conducts research in various areas and informs the counseling staff of opportunities, changes, and trends.
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- Orders and maintains an adequate inventory of resource materials for the counseling staff.
- When applicable, plans and presents training and information sessions.
- Creates and prepares articles for publication in the *MEOC Times* newsletter.
- Submits monthly reports to the Program Director stating contacts, progress, and outcomes in meeting program objectives.
- Maintains staff meeting minutes, memorandums, monthly data reports, etc.
- Continues professional development by enrolling in continuing education, undergraduate, or graduate courses.
- Joins a minimum of one professional organization during the program year.
- Other duties as designated by the Program Director.

REQUIRED QUALIFICATIONS (KNOWLEDGES, SKILLS, & ABILITIES)

- Bachelor's degree in education, social work, psychology or a related area. Master's degree preferred.
- Minimum of three (3) years experience in an organization, school or program that serves socially, economically and educationally disadvantaged populations.
- Must have specific knowledge around program specialty and demonstrate commitment to the advancement of socially, economically and educationally disadvantaged populations.
- Proficiency in Microsoft Office applications, to include Outlook, Word Excel, Publisher and PowerPoint.
- Knowledge and use of virtual platforms (i.e., Zoom, WebEx, etc.).
- Must have reliable transportation.
- Relocation assistance not available.

For consideration, email your resume along with a cover letter that specifically states your salary requirements to hrmanager@deltasigmatheta.org. In your email, please include the title of the desired position in the subject line.

Incomplete submissions will not receive priority consideration.