

**Outreach Advisor--Project ASPIREE(TRIO Talent Search Program)—Vincennes, IN  
Full-time**

**Vincennes University is seeking a knowledgeable, highly motivated, and energetic individual for the position of Outreach Advisor for Project ASPIREE, a TRIO Talent Search Program through Vincennes University. This is a full-time 12-month, professional non-exempt staff position.**

**A successful candidate for the Outreach Advisor position will possess the following qualifications and experience:**

- Bachelor's degree required in counseling, education, social sciences or a closely related field. A Master's Degree or a minimum of three years' experience and training in working with youth in an educational setting or social sciences field preferred.
- Must have strong communication, planning, and organizational skills.
- Must possess combination of knowledge and experience working with individuals who are traditionally underrepresented in postsecondary education.
- Possess experience overcoming barriers to enrolling and completing their postsecondary education.
- Experience with collaboration with other community service agencies and programs and team members.
- Experience working with Google classroom and other online platforms.
- Must have proficient computer skills such as Microsoft Office and G-Suite.
- Must display competency with instruction applications of technology.
- A valid driver's license is required to travel to grant schools, meetings, and professional development, as well as, transporting students on trips.
- Employment is contingent upon completion and approval of a criminal background check and proof of education.
- Applicant must possess a combination of knowledge and experience working with individuals who are traditionally underrepresented in postsecondary education.

**The Outreach Advisor position will have duties and responsibilities such as:**

- Reports to the Project Director;
- Identifies & recruits eligible participants(involves making presentations to groups and individuals);
- Aids in identifying & meeting participants' academic needs;
- Advises project participants with services in career exploration, educational information, and financial literacy(including the use of technology and virtual platforms)
- Assists with project newsletter;
- Monitors participants' academic progress and maintains accurate service records;
- Coordinates, transports in 15 passenger van, and accompanies students on campus visits and other Project educational activities (May involve an overnight stay);

- Attends meetings & in-service trainings, and professional development
- Serves as a liaison with target school & community agency representatives;
- Compiles data on Project ASPIREE services, participants, & activities;
- Ensures confidentiality of participant-staff relationship;
- Assists in designing & implementing curriculum to meet participant needs;
- Represents the project at forums and meetings and day/weekend/evening events at schools and community organizations (may involve public speaking );
- Travels to target schools, agencies, and needed trainings;
- Monitors project alumni for postsecondary completion;
- Need to be able to lift, carry, or pull up to 50 lbs.
- Performs other duties as assigned.

Candidate will be eligible for most benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>.

**How to Apply:**

Interested applicants should submit a VU Application, cover letter, resume, transcripts, and contact information for three references to Human Resources by email [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate may be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer.